

# Job Description

## Season 2020-2021



Job Title	Academy Goalkeeping Coach (part time)
<b>Job role</b>	<ul style="list-style-type: none"> <li>The Academy Goalkeeper Coach responsible for the implementation and delivery of the coaching &amp; development programme for all goalkeepers aged between U9-U16 and in line with the rules of the Elite Player Performance Plan.</li> </ul>
<b>Contract Period</b>	<ul style="list-style-type: none"> <li>This is a part-time contract of employment in line with the EFL Youth Development Academy season, the contract starts on 1<sup>st</sup> September 2020 and ends on 16<sup>th</sup> May 2021</li> </ul>
<b>Hours or work</b>	<ul style="list-style-type: none"> <li>The coach must be available to work a minimum of 2 evenings each week and also Saturday and Sunday mornings. Hours will be advised by the Academy Manager.</li> </ul>
<b>Terms of employment</b>	<ul style="list-style-type: none"> <li>The employee should consult the staff handbook for full terms of employment. This can be found in the Academy office and also at the Club stadium.</li> </ul>
<b>Probationary Period</b>	<ul style="list-style-type: none"> <li>There is a probationary period of 3 months to ensure that the candidate completes tasks as required and is deemed suitable for the position.</li> </ul>
<b>Line Manager</b>	<ul style="list-style-type: none"> <li>The Head of Academy Coaching.</li> <li>The Academy Manager.</li> </ul>
<b>Appraisal process</b>	<ul style="list-style-type: none"> <li>Appraised by the Head of Coaching twice per season.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Must be compliant with Club policies, practises and procedures and do not make any decisions that will affect the Football Club or the Academy in any way.</li> </ul>
<b>Social Media</b>	<ul style="list-style-type: none"> <li>To be compliant with the Club / Academy social media policy.</li> </ul>
<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>To adhere to the Government guidelines on social distancing in all training sessions &amp; games.</li> </ul>
<b>The person</b>	<ul style="list-style-type: none"> <li>Must possess a 'can do', proactive and innovative attitude.</li> <li>Must possess excellent organisational skills of both self and others.</li> <li>The ability to manage pressure and conflicting demands, and prioritise tasks.</li> <li>Excellent verbal, written and feedback communication skills.</li> <li>Excellent teamwork skills.</li> <li>Reliable and honest.</li> <li>Understands the need for a reporting procedure and line management.</li> </ul>
<b>Code of Conduct</b>	<ul style="list-style-type: none"> <li>To adhere to the Football Club and The Academy Staff, Code of Conduct at all times.</li> <li>To ensure that all players and parents/guardians of players in all phases adhere to the Academy Code of Conduct.</li> <li>To always implement professional behaviour and best practise</li> </ul>
<b>Computer skills</b>	<ul style="list-style-type: none"> <li>Must be adept in use of computer systems including Excel, Word, and Power Point.</li> <li>Excellent knowledge of internet and email.</li> <li>Must be conversant with and willing to complete all work relating to the Performance Management Application (PMA).</li> </ul>
<b>Qualifications Required</b>	<ul style="list-style-type: none"> <li>UEFA 'B' Goalkeeping Coaching award</li> <li>UEFA 'B' Outfield Coaching award</li> <li>FA Youth Modules one, two and three.</li> <li>FA Youth Module final assessment.</li> <li>Basic FA recognised First Aid for Sport and/ or Emergency Aid qualification.</li> <li>A clear Disclosure and Barring Service certificate (DBS)</li> <li>Valid Safeguarding Children certificate.</li> <li>Member of the FA Licensed Coaches Club.</li> </ul>
<b>Continued Professional Development</b>	<ul style="list-style-type: none"> <li>Must attend all C.P.D. organised by the Academy/Club.</li> <li>Complete 5 hours of Football Association CPD each season for licence maintenance</li> </ul>
<b>Feedback to</b>	<ul style="list-style-type: none"> <li>Provide a written report to the Head of Coaching prior to each Academy Management</li> </ul>

<b>Academy Management Team</b>  <b>Multi-disciplinary meetings</b>	<p>Team meeting regarding the development and progress of all goalkeepers in each development phase.</p> <ul style="list-style-type: none"> <li>• All goalkeepers written reports must be emailed to the Head of Coaching a minimum of 48 hours before each AMT meeting.</li> <li>• Attend both the Foundation and Youth Development Phase 6/12 weekly meetings.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Demonstrate a professional manner and excellent communication and personnel skills.</li> <li>• Communicate regularly and effectively with all Academy coaching staff and develop good working relationships with all staff whether full or part time.</li> <li>• Provide clear communication between you, the Players, Parents, trialists and any other person's or bodies as appropriate or as directed so as to avoid any problems, confusion or communication breakdowns.</li> <li>• Inform the Academy Manager of any issues with parents, players, staff or any other issue or incident that may be relevant.</li> </ul>
<b>Club &amp; Academy Philosophy, Values Culture</b>	<ul style="list-style-type: none"> <li>• Ensure that you understand and implement the Philosophy, Values and that you work to create the culture of the Football Club and the Academy at all times.</li> </ul>
<b>Your own Performance Targets</b>	<ul style="list-style-type: none"> <li>• Set and review GK targets that you wish to achieve and ensure that you appraise the targets twice yearly and that you meet the Goalkeeping targets each season.</li> </ul>
<b>Recording of your own activity</b>	<ul style="list-style-type: none"> <li>• Keep accurate records of your attendance at training and games and email a monthly time sheet to assist to the Academy Secretary to assist in the payment of wages.</li> </ul>
<b>The responsibilities of the Goalkeeper Coach</b>	<ul style="list-style-type: none"> <li>• To attend all fixtures in the Foundation, Youth Development and Professional Development Phase games programme as instructed by the Academy Manager. This includes both Saturdays, Sundays and any midweek fixtures observing both home and away games equally or as instructed.</li> <li>• To ensure that all Goalkeeper training sessions run effectively, are planned and delivered as per the Academy Philosophy and GK development programme.</li> </ul>
<b>Playing time</b>	<ul style="list-style-type: none"> <li>• Ensure that all Goalkeepers have access to at least one game per week and subject to fitness play in at least 50% of each game.</li> <li>• Ensure that all playing time is recorded on the player's performance clock and that the goalkeepers are rotated and have an opportunity to start the game if they did not start in the previous game.</li> </ul>
<b>Goalkeepers-playing up/down</b>	<ul style="list-style-type: none"> <li>• Goalkeepers are not allowed to play up or down an age group unless permission is given from the Academy Manager first.</li> </ul>
<b>Performance Clock PMA</b>	<ul style="list-style-type: none"> <li>• Ensure that you record and update all goalkeepers training &amp; playing time on the PMA.</li> </ul>
<b>Terminology</b>	<ul style="list-style-type: none"> <li>• Ensure that you understand and are aware of your terminology, words, terms or phrases that you use to communicate to or with the Goalkeeper players. This should be evident in both coaching and the games programme and understandable to the players.</li> </ul>
<b>Learning Styles</b>	<ul style="list-style-type: none"> <li>• Ensure that you address and use each of the different learning styles with the players. Guided Discovery, Question and Answer, Trial and Error, observation and feedback on a regular basis. Command method should not be used.</li> </ul>
<b>Macro, meso, micro cycle of training</b>	<ul style="list-style-type: none"> <li>• The GK programme must be delivered over a 40 week season to meet the macro cycle.</li> <li>• The macro cycle should be split in to 6 weekly blocks of meso cycle coaching.</li> <li>• The meso cycle of coaching should be split in to a weekly micro cycle of coaching.</li> </ul>
<b>Learning Objectives Coaching</b>	<ul style="list-style-type: none"> <li>• Ensure that individual Goalkeeper learning objectives that are linked to the coaching programme are clearly communicated to the GKs before every coaching session.</li> <li>• Coaches should also evaluate every GK coaching session and game.</li> </ul>
<b>Learning Objectives Individual /Team Games programme</b>	<ul style="list-style-type: none"> <li>• Individual Goalkeeper learning objectives should be clearly and visually displayed and communicated to the GK in the changing room before every game.</li> <li>• Ensure that set plays out of possession are clearly displayed before every game and that all Goalkeepers understand their role in the team. (U14 and above)</li> </ul>

<b>Tactical Set plays</b>	
<b>Match analysis</b>	<ul style="list-style-type: none"> <li>The Goalkeeper Coach should develop a library of video clips that are Goalkeeper specific to aid player tactical development and game understanding. These can be viewed by coach and player in weekly Gk tactical analysis sessions with the Head of Coaching.</li> </ul>
<b>Create a positive learning environment for players</b>	<ul style="list-style-type: none"> <li>It is the responsibility of the Goalkeeper Coach to create a positive learning environment where Gk players are given the opportunity to learn and to express themselves without the fear of mistakes, failure or the fear of losing.</li> <li>The environment must :</li> <li>Offer choices to the players, be inclusive, be player-driven, be safe, be enjoyable, be challenging, be equitable and give the players ownership.</li> </ul>
<b>6 / 12 week Player Performance Reviews</b>	<ul style="list-style-type: none"> <li>Complete all Gk's - 6 and 12 week performance reviews as required by the EPPP.</li> </ul>
<b>Half year performance reviews</b>	<ul style="list-style-type: none"> <li>Deliver 2 formal performance reviews with the Goalkeeper and his parent each season.</li> </ul>
<b>Transition of players</b>	<ul style="list-style-type: none"> <li>Work closely with the Head of Coaching to ensure a smooth transition of Goalkeepers between the three development phases.</li> </ul>
<b>Scouting and Recruitment of players</b>	<ul style="list-style-type: none"> <li>Liaise with The Head of Academy Scouting &amp; Recruitment to:</li> <li>Ensure excellent communication with all Goalkeeper trialists parents with regards to trial periods, start and end dates, where and when to report for training / games and any game or training cancellations.</li> <li>Ensure that there is a Goalkeeper trialist induction process and ensure that every trialist has an induction prior to the commencement of their trial.</li> <li>Give feedback to the trialist, his parents and the Phase Lead Coach throughout the trial.</li> <li>Ensure that you hold a 1:1 meeting with the trialist Goalkeeper and his parents at the end of the trial to give feedback and the decision to sign the player or not.</li> </ul>
<b>Trialist induction</b>	<ul style="list-style-type: none"> <li>Feedback will be in the form of a trialist report identifying the 4 corner development.</li> <li>Be receptive to new Goalkeepers coming on trial at the Academy.</li> <li>No more than 2 Goalkeepers allowed to be registered per age group per season.</li> </ul>
<b>End of trial appraisal</b>	
<b>Birth bias / Late developers</b>	<ul style="list-style-type: none"> <li>The Goalkeeper Coach should be aware of all players in all age groups who are potentially disadvantaged and are regarded as late developers due to their chronological age.</li> <li>These will generally be players born in June, July and August each school year and special consideration should be given to these players late development.</li> </ul>
<b>Player injuries</b>	<ul style="list-style-type: none"> <li>To communicate and liaise effectively with the Academy physiotherapist on all matters connected with the reporting of injuries and the rehabilitation of any of the goalkeepers.</li> </ul>
<b>Safeguarding Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>The person is responsible for the safeguarding, welfare and safety of all players.</li> </ul>
<b>Goal post safety</b>	<ul style="list-style-type: none"> <li>The Gk must ensure that all goals are securely fastened down prior to the start of any training session or games.</li> <li>All goals should be locked securely against the fence at the conclusion of the training or game.</li> </ul>
<b>Additional responsibilities</b>	<ul style="list-style-type: none"> <li>To include any other reasonable requests or tasks made by the Academy Manager throughout the course of employment.</li> </ul>

#### **GENERAL INFORMATION**

The Employee must at all times carry out his/her responsibilities with due regard to the Scunthorpe United Football Club policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and vulnerable adults that are in their care or attending the Company's premises. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relations amongst Employees and customers.  
The above Job Description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

I have read and understand the job description and will adhere to it at all times.

Print Name..... Sign Name.....Date.....

Academy Manager: **Tony Daws**.....Sign Name ..... Date.....