

Scunthorpe United Football Club – Academy



JOB DESCRIPTION: SEASON 2020 - 2021

Job Title	Part time Academy Coach <ul style="list-style-type: none"> • Foundation Phase (U9-U11) • Youth Development Phase (U12-U16)
Department	Academy
Line Manager & Reporting Procedures	1 Development Phase Lead Coach 2 Head of Academy Coaching 3 Academy Manager
Contract	Fixed Term – 1 st September 2020 – 16 th May 2020
Probationary Period:	There is a probationary period of 3 months to ensure that the candidate completes tasks and is suitable for the position.
Full Terms of employment	To consult the Club staff handbook held in the Academy office & at the Club main stadium
Hours of work	Appropriate hours for the age group to be advised by the Academy Manager. Note – The hours are subject to change on a weekly basis and hours can only be authorised by the Academy Manager.
Basic pay	£14 per hour – UEFA B & A (this includes holiday pay) - Please refer to contract £12 per hour – UEFA C - (this includes holiday pay) - Please refer to contract
Holiday pay entitlement	Included and paid as part of hourly rate - Please refer to contract
Key relationships	Internal - Phase Lead Coaches, Head of Academy Coaching, Academy Manager, Academy Staff. External - Regulatory Bodies (English Football League, Football Association. YDP Coaches at other Professional Football Clubs. Local Grass-root clubs
Purpose of the job	To coach and assist within the Academy, in line with the Scunthorpe United Football Club philosophy, values and culture and the Academy Performance Plan (APP).
Overview / Specific tasks Coaching syllabus Coach competency framework Performance Management Application (PMA)	<ol style="list-style-type: none"> 1. This is a coaching position, coaching/developing a team within the Football Club's Academy in line with the Club and Academy philosophy working under the guidance of the Academy Manager. 2. Manage and work with the Academy full time staff to plan, deliver and evaluate every coaching session in accordance with the Club Philosophy, Coaching syllabus, and Coach Competency Framework (CCF). 3. Along with relevant support staff, ensure that you adhere to the Academy coaching syllabus. 4. Ensure that each coaching session is planned, documented, and placed on to the Performance Management Application (PMA) prior to delivery of the coaching session, including individual and team learning objectives for players to view prior to attending the session. 5. Evaluate coaching sessions on the PMA within 48 hours of the completion of the coaching session, documenting player's achievement of individual and team learning objectives in line with the meso cycle. 6. Ensure that all individual and team learning objectives link to the Academy coaching programme & Scunthorpe United philosophy. 7. Ensure that each coaching session is holistic and includes psychological and physical learning objectives for the players as well as technical, tactical, and

<p>Evaluation of coaching sessions</p> <p>Player diaries – coach comments</p> <p>Health & safety</p> <p>Positive learning environment</p> <p>Play to the Club / Academy philosophy</p> <p>Learning Objectives</p> <p>Equal opportunities & playing time</p> <p>Starting games / subs</p> <p>Half time – coach 1 - talk in possession</p> <p>coach 2 talk - out of possession</p> <p>PMA – Sunday – coach reflections on training and game for each player</p>	<p>social objectives.</p> <ol style="list-style-type: none"> 8. Plan, deliver and evaluate every coaching session using the methodology specified within the Academy coaching philosophy. 9. Ensure that the Performance Management Application (PMA) is maintained and updated on a daily basis for each player recording all training information. 10. Ensure players complete their diaries and make appropriate development comments. 11. Ensure all sessions are delivered with a compliant approach to Health and Safety and that you take an attendance register prior to and after each session ensuring that each player gets home safely after the session. 12. Ensure a warm-up and cool down is conducted after every coaching session and is delivered according to the Academy structured warm-up & cool down. 13. Ensure that you have a full and up to date player contact details list with you at each session to enable you to call parents in an emergency if required. 14. Develop and maintain a positive learning environment to maximise each players learning potential in line with the requirements of the Coach 15. Competency Framework. <p>Games / Match-day</p> <ol style="list-style-type: none"> 1. Ensure that the team plays in line with the Academy coaching and games philosophy and that you are conversant with the philosophy in possession, out of possession and on transition and that you adhere to the philosophy. 2. Document match day planning and evaluation using the PMA within 48 hours. 3. Document individual and team key coaching points in each match day plan that are linked to the Academy Coaching Philosophy and individual player aims on the PMA. 4. Ensure appropriate playing opportunities for all players, including contracted and trialist players. All contracted players must participate in at least 50% of the game time. 5. Ensure that all contracted players have an equal opportunity to start a game and that the same players do not always start the game as a substitute. 6. Ensure the evaluation of the player’s performance against the player’s individual targets/aims (ILP). 7. Make sure that the team-talk emphasis is on players understanding and meeting individual and team learning objectives during the pre-match, half time, post-match team talks and ensure there is player interaction. 8. One coach should cover ‘in possession’, one coach should cover ‘out of possession’ and are the players meeting their learning objectives. 9. Ensure a warm-up and cool down is conducted on each match day and is delivered according to the Academy structured warm-up & cool down. 10. Manage players to make sure that they evaluate all matches, documenting achievement of learning objectives, or action plan for next coaching session/match day and that this is done via the player diaries on the PMA immediately after the game and within 48 hours latest. 11. Ensure that the Performance Clock is maintained and updated each Sunday for each player on the PMA by you as the coach reflecting on their performances in training and in the match.
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Professional touchline conduct	<ol style="list-style-type: none"> 12. Exhibit touchline behaviour that is in line with the Academy code of conduct, exhibits 'best practise' and that develops a positive learning environment. 13. Liaise with the Academy Goalkeeping Coach to report on the performance and progress of each goalkeeper and ensure that this information is included in 6/12 weekly reviews, half year reviews and on the PMA.
Review comments	<p>Player Performance Reviews (every 6-week YDP and 6/12 weeks FP)</p> <ol style="list-style-type: none"> 1. Assist the Lead Phase Coach to prepare and conduct Player Performance Reviews for each player in your age group, involving all Multi-Disciplinary Departments in the process (medical, sports science, education) and ensure that these are prepared and delivered in good time before the date of the 6 or 12 weekly review. 2. Link Player Performance Reviews to the learning outcomes of the Academy Coaching Programme and the coaching syllabus. 3. Working with the Performance Analyst, the Phase Lead Coach, and the Head of Coaching, provide video evidence to support each Players individual Performance Review and evidence this on the PMA. 4. All the above information to be maintained on the PMA.
<p>Trialists / new players</p> <p>Trialist inductions – coach to attend</p> <p>End of trial assessment</p>	<p>Trialist Recruitment</p> <ol style="list-style-type: none"> 1. Be receptive to and help the Academy to identify talented young trialist footballers, who with further development may progress to become a professional player at Scunthorpe United FC. 2. To be aware that the Academy are always looking to sign better players than it already has registered in each age group and that you must be receptive and agree with the policy that trialists will be recruited, trialled, and signed. 3. Ensure that you attend and contribute to all trialist inductions. 4. Ensure that you inform the Phase Lead Coach within 4 weeks your personal decision as to whether you feel that a trialist is good enough or not good enough to be signed by the Academy. 5. Ensure that you attend and contribute to all trialist end of trial appraisals where you will have prepared a written report and will also give verbal feedback on how the trialist has done.
<p>Staff meetings</p> <p>Coach Development Action Plan (DAP)</p> <p>Reliable attendance at training & games 95%</p> <p>Your own qualifications CPD</p>	<p>General Duties</p> <ol style="list-style-type: none"> 1. Attend Academy staff meetings as requested to ensure appropriate departmental communication, planning and evaluation. 2. Work with the Head of Coaching to ensure your individual coach development plan is in place with the appropriate CPD programme and that you buy in to the CCF programme as set out in the EPPP rules. 3. Carry out any other reasonable duties that may arise or be assigned by the Academy Manager and/or Senior Management Staff. 4. Flexibility in this role is essential, including evening and weekend work and a 95% attendance rate is required from you at training and games. 5. Annual leave is to be taken at such time as agreed by the Academy Manager. 6. You are responsible for your own CPD and must ensure that you identify and attend at least five hours of in-service training / continual professional development to be provided by the Football Association each year to maintain your coaching license.

<p>Formal parents evenings / player reviews</p> <p>Create a positive environment</p> <p>Safeguarding Player care</p> <p>Safe environment</p>	<ol style="list-style-type: none"> 7. Attend First Aid training for Academy Coaches provided by the Football Association at least once every three years. 8. Be in possession of an up to date UEFA 'B' License together with an FA Youth Award Modules 1, 2 and 3. 9. To hold the FA Youth Award assessment. 10. Attend and contribute to in-house Continued Professional Development organised by the Club 11. Contribute to and attend Parents' Evenings, Phase Meetings and maintain a relationship with players and parents in the Academy. 12. Display high standards of behaviour and appearance and encourage the same from others. 13. Create a positive environment for player development. 14. Provide genuine care and the safeguarding for each player as an individual striving to develop a rapport and relationship based on mutual trust and Club values and the Academy Philosophy. 15. Provide a safe environment in which the player can learn without fear of abuse, consistent with the Club's Education and Welfare philosophies.
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GENERAL INFORMATION		
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>		
JOB DESCRIPTION AGREEMENT		
I can confirm that I have read, understand, and agree with the job description and that I will adhere to it at all times		
Employee's Name:	Employee's Signature:	Date:
Academy Managers Name:	Line Managers Signature:	Date:

Scunthorpe United Football Club – Academy

Academy Coaches

Foundation & Youth Development Phases



Person Specification

Qualifications		Mandatory	Desirable
1	UEFA "B" Football Coaching Licence	✓	
2	Safeguarding Children Certificate	✓	
3	Up to date and clear Disclosure & Barring Service (DBS) certificate	✓	
4	Basic First Aid for Sport (BFAS) Certificate or Emergency Aid qualification	✓	
5	F.A. Psychology for Football – levels – 2, 3, 4, 5		✓
6	Age appropriate – FA Youth Modules 1,2 and 3 and assessment		✓
7	F.A. Psychology for Football – levels – 1, 2, 3, 4, 5		✓
8	A teaching or mentoring qualification		✓
9	Qualified Teacher Status (QTS) / qualification in education		✓
10	Sports science degree		✓
11	Degree (any subject)		✓
12	F.A. Coaching Futsal Certificate Level 1 and Level 2		✓
13	F.A. Developing Defenders - position specific course		✓
14	F.A. Developing Midfielders – position specific course		✓
15	F.A. Developing Forwards - position specific course		✓
16	FA Talent I.D. certification		✓
Knowledge & Experience			
17	Experience of working with the 5-11-year age groups		✓
18	Experience of working with the 12 – 16 age groups		✓
19	Previous experience of working within a professional football club academy in a coaching role, ideally in a variety of settings		✓
20	A clear understanding of the Academy system and the professional football environment and is conversant with the Performance Management Application (PMA)		✓
21	An understanding and agreement with Scunthorpe United's football club's football philosophy, values, and culture.	✓	
22	An excellent knowledge, understanding and compliance with football child protection and safeguarding legislation	✓	
23	An in-depth knowledge and understanding of the EPPP and of what is required to meet the needs of external audit and categorisation.		✓
24	Understands how children learn and is able to structure sessions that are age specific and appropriate to the players needs depending on their age.		✓
25	Addresses the different learning styles and uses various methods to do so.	✓	
Personal Qualities & Skills			
26	Excellent interpersonal skills – must be a consistent team performer and able to forge excellent working relationships with staff, parents, players		✓
27	Possesses excellent organisational skills and is able to meet targets		✓
28	A dynamic coach, excellent technician / demonstrator/educator		✓
29	Ability to relate effectively with fellow coaches and the players		✓
30	Good overall level of numeracy and literacy		✓
31	IT skills to include an excellent level of competence using Excel, Word, and PowerPoint, Email and can complete the PMA as required		✓
32	A "can do" innovative attitude		✓
33	Presents solutions rather than problems		✓
34	A genuine and consistent team player and team leader		✓
35	Has a passion for working with players to develop them so that they are		✓

	able to achieve.		
36	Is able to create structure to work in a methodical, planned way.		✓
37	Enjoys the 1:1 and group interaction when working collaboratively.		✓
38	Gets a buzz from working in an elite sporting environment and in particular football.		✓
39	Has a desire to develop their own knowledge, skills, and capability to be at the leading edge of coach and player development.		✓
40	Enjoys achieving results through others.		✓
Interpersonal Dexterity - how should they interact with people?			
41	Builds trust by showing humility, behaving consistently, and putting the needs of others first.		✓
42	Listens to others' perspective and understands why children (individuals/ groups) do what they do.		✓
43	Tailors approach and method to suit the differing needs and levels of readiness of players.		✓
44	Uses a broad range of influencing skills to win players over and 'sell' the development agenda.		✓
45	Communicates confidently and effectively with children (individuals/ groups) at all levels, challenging when necessary.		✓
Resilience: what are the tough aspects of the role?			
46	Overcomes setbacks quickly.		✓
47	Demonstrates tenacity when faced with resistance or limited time to adopt ideas.		✓
48	Is self-aware and has a strong self-concept requiring little support from others.		✓
49	Able to cope with pressure related to limited time and resource.		✓
Thinking skill: how do they need to deal with information?			
50	Able to create and apply a structured approach.		✓
51	Can prioritise effectively.		✓
52	Able to analyse children's behaviour.		✓
53	Can generate alternatives and ideas to solve problems/ meet needs		✓
54	Is able to present ideas and information in a persuasive manner that is appropriate to the age of the players/group.		✓