

Job Description



Job Title	Foundation Phase Co-ordinator /Lead Coach	
Hours of work	1. 40 hour week, to include both Saturdays and Sundays and a minimum of 2 evenings each week as required to fulfil the role and as directed by the Academy Manager. 2. The role may involve working on Bank Holidays. 3. One day off midweek - the day to be decided by the Academy Manager to meet the needs of the Academy programme.	
Terms of employment	4. The employee should consult the staff handbook for full terms of employment. The handbook can be found in the main Club office at Glanford Park and also in the Academy office.	
Job role	5. The person in the Academy responsible for the implementation of the Elite Player Performance Plan with specific focus on the multi-disciplinary development of players in the 5-11year old age groups and to be responsible for everything in the Foundation Phase including the goalkeeper coaching programme. 6. On a daily basis, provide verbal feedback to the Academy Manager and Head of Coaching on all aspects of the Foundation Phase and act on any matters arising or as instructed.	
Mandatory Qualifications	7. UEFA A coaching licence and FA Advanced Youth Award	
Reporting to	8. The Head of Academy Coaching / Academy Manager	
Appraisal process	9. Appraised by the Head of Academy Coaching twice per season.	
Code of Conduct	10. To adhere to the Football Club and The Academy Staff, Code of Conduct at all times. 11. To always implement professional behaviour and best practise and to not bring yourself or the Club into disrepute in any way, shape or form.	
Academy Management Team	12. To be part of the Academy Management Team (AMT), attend all AMT meetings and feedback in writing and verbally on all matters concerning the Foundation Phase and Pre-Academy. 13. Ensure that the coaches in the Foundation Phase 5-11s meet on at least a 6 weekly basis to discuss all matters relevant to this development phase and take minutes of each meeting.	
Communication	14. To be responsible for clear communication between members of full-time club staff, part time coaching staff, players, parents, trialists, scouts, opposition staff, junior team managers and Club Secretary's, The Football League, The Football Association and any other person's or bodies as appropriate or as directed so as to avoid any problems, confusion or communication breakdowns. 15. Keep accurate, up to date and well informed records that adhere to English Football League and E.P.P.P. rules and regulations and also meet Scunthorpe United requirements. 16. Provide a written report of the confirmed staffing of training and games for the week to follow and forward this to all AMT staff prior to the start of each week. 17. Provide a short written and accurate report each Monday morning based on the previous day's Foundation Phase games programme identifying top 3 players in each age group plus scores of all games to aid the academy and football club in their player succession planning. 18. Identify in the report any player position specific shortfalls at each age group. 19. Record, identify and inform the Academy Manager on a daily basis of any issues with parents, players, staff or any other issue or incident that may be relevant.	
Main job role responsibilities	20. To attend all fixtures in the Foundation Phase games programme. This includes Saturdays, Sundays and any midweek fixtures observing both home and away games equally. 21. To be prepared to travel as and when appropriate and to be on site to supervise Academy evening training sessions on a minimum of two nights per week and until the end of the sessions. 22. To oversee and to be prepared to coach and develop any of the age group teams in the Foundation Phase as required. 23. To ensure that Foundation Phase age group training sessions run effectively, are planned, staffed and delivered as per the Academy Philosophy and development programme. 24. To keep accurate and up to date records of all part time staff attendance at training and games and feed this back to the Academy Administrator on a weekly basis to assist in staff monthly payment claims/records.	

Administration	25. Take full responsibility to ensure that all administrative duties connected to the 5-11 Foundation Phase programme and Development Centres are completed in an efficient manner
Computer skills	26. Must be adept in use of computer systems including Excel, Word, and Power Point to basic level with an excellent knowledge of internet and email.
2nd jobs / University courses	27. Second jobs and or University courses can only be taken on your day off or time off from Scunthorpe United Academy and must not conflict with this your main job. If there is a conflict this job must come first.
Continued Professional Development	28. Must undertake Continued Professional Development organised by the Club. 29. Must attend at least 5 hours of in-service training to be provided by the Football Association every year for license maintenance. 30. Must attend all Football League C.P.D events. 31. Must attend any other C.P.D. events as directed by The Academy Manager.
Club & Academy Philosophy, culture, values	32. Ensure that the Philosophy, Culture and Values of the Football Club and the Academy are communicated to the age group coaches, players and parents each season by means of CPD events.
Departmental Performance Targets	33. Ensure that the Foundation Phase Performance Targets are set by 1 st August of each season and that these are formally reviewed, measured and reviewed at every AMT meeting. 34. The departments progress against targets must be recorded in the Foundation Phase half year reports.
Coaching Technical Hours	35. Ensure that the Foundation Phase age groups weekly technical coaching hours meet the requirements of the E.P.P.P and of the Club/Academy cat 3 status.
Macro, meso and micro cycle of training	36. The coaching programme must be delivered over a 40 week season to meet the macro, meso and micro cycle of coaching.
Futsal	37. It is the Foundation Phase Co-ordinator / Lead Coaches responsibility to ensure that Futsal is delivered in the Foundation Phase Development programme on a weekly basis.
CPD staff events	38. Work closely with the Head of Academy Coaching to ensure that there is a programme of informal education events that are delivered to the players and parents in the Foundation Phase. These will include subjects such as the following: Diet & nutrition, Football terminology, individual learning styles, Individual learning plans, Use of the Performance Management Application (PMA), values of the club/academy, respect the referee, drugs, alcohol, gambling awareness, school educational attainment, academy parent expectations, etc...
Player profiles	39. Develop player profiles that are both age and position specific that indicate the attributes required for each player in technical, physical, tactical, social and psychological areas.
Learning objectives Coaching/ Games	40. Ensure that individual learning objectives that are linked to the coaching and games programme are clearly communicated to the players before every coaching session/game.
Create a positive Learning Environment	41. The Foundation Phase Lead Coach should create a positive learning environment where players are given the opportunity to learn and to express themselves without the fear of mistakes, failure or the fear of losing. 42. The environment must : 43. Offer choices to the players. 44. Be inclusive. 45. Be player-driven. 46. Be safe. 47. Be enjoyable. 48. Be challenging. 49. Be equitable. 50. Give the players ownership
Player reviews	51. Ensure that all 12 weekly Player Development Reviews are completed as required by the E.P.P.P and upload the Player Development Reviews to the individual players Performance Clock/PMA.

Formal Performance Reviews / PMA	<p>52. A minimum of 2 formal performance reviews should be held every season with the age group coach and the player/parent and all information must be recorded on the players PMA.</p> <p>53. A standardised protocol should be set and this should be communicated to the parent in advance of the review.</p>
	<p>54. Work closely with the Academy Administrator to ensure that the end of season procedure is completed and that all players in the Foundation Phase are informed of retain or release in a professional manner by completing the Football League Form 30.</p>
Physical Testing	<p>55. Work closely with The Head of Sports Science to ensure that all of the players in the Foundation Phase are tested physically at least twice each season and that the testing meets the requirements of the Elite Player Performance Plan.</p>
Transition of players	<p>56. Work closely with the Youth Development Phase Co-ordinator / Lead Coach and the Head of Coaching to ensure a smooth transition of players between the two phases and provide a written report on each player at the end of each season.</p> <p>57. Monitor and record the transition of players through the Foundation Phase in to the Youth Development Phase and include the figures in your half year reports.</p>
Scouting and Recruitment	<p>58. Liaise with The Head of Academy Scouting & Recruitment with regards to all scouting activity in the Foundation Phase.</p> <p>59. Ensure all trialist information is communicated to age group coaches prior to the commencement of any trials to include start and end trial dates.</p> <p>60. Implement a trialist induction process and ensure that every trialist has an induction prior to the commencement of their trial.</p> <p>61. Ensure coaches hold a 1:1 meeting with the trialist and his parents at the end of the player's trial to give official feedback and the decision to sign the player or not.</p>
Birth bias Chronological age Late developers	<p>62. The Foundation Phase Co-ordinator / Lead Coach should be aware of all players in the Foundation Phase age groups who are potentially disadvantaged and are regarded as 'late developers' due to their chronological age. Set up a development group of players at age groups U9, 10, 11 that address the birth bias issue. All players in these groups should be born May – August.</p>
Playing time	<p>63. Ensure that all players in the Foundation Phase have access to at least one game per week and subject to fitness play in at least 50% of that game.</p> <p>64. Ensure that all playing time is recorded on the player's performance clock and that players are rotated and have an opportunity to play in different positions.</p> <p>65. All players should in turn have an opportunity to start the game if they did not start in the previous game.</p>
Goalpost safety and security	<p>66. The person is responsible for the safety of all players and must ensure that all goals are secure fastened down prior to the start of any training or games.</p>
1st Team Ball boys	<p>67. Responsible for organising and ensuring that there are a minimum of 8 ball boys for every 1st Team home game. To attend 1st team home games where possible and to take full responsibility for meeting the ball boys before and after games to ensure their safeguarding.</p>

**Foundation Phase Co-ordinator / Lead Coach
Pre Academy Role Requirements**

The following are a major requirement of the Foundation Phase Co-ordinator / Lead Coaches role and must be strictly adhered to and complied with at all times.

<p>Development Centres</p>	<ol style="list-style-type: none"> 1. Set up and facilitate Academy Development Centres, in the following strategic areas to aid local player recruitment in to the Academy starting with the 5 and 6 year olds (U6s, U7s) up to and including the U11 age group. <ol style="list-style-type: none"> 1. Scunthorpe (central) 2. Barton 3. Winterton 4. Brigg 5. Epworth/Haxby/Belton 6. Thorne 7. Goole 8. Gainsborough 9. Caistor 10. Bawtry 11. Retford 12. Howden/Selby 2. Centres will run for a period of 6 weeks during school term time. 3. <u>There must always be a minimum of 6 centres that are fully active throughout the school term time.</u> 4. Centres must be set up, staffed and be fully operational by the end of September each season. 5. During half term school holiday the centres must be involved in a tournament at the Academy and there must be a tournament/coaching day for the players at every age group. 6. Make new contacts and continually identify sports centres, schools facilities etc, where new centres can be set up and can operate. 7. Develop relationships with local junior team managers and liaise with them with regards to their players, trialists and boys attending the Development Centres. 8. Have a 'hands on' approach and to be personally prepared to coach in every Foundation Centre when and where required. 9. Identify and recruit staff to coach in the Development centres. 10. Utilise Academy coaching staff to assist in the Development centres where required. 11. Ensure that the Development Centres are operated in a professional manner, are not under or overstaffed, ensure that the centres do not run at a loss. 12. Keep accurate records of all Development Centre income and expenditure and produce weekly analytical spreadsheets that identify this information. 13. Formally meet with the Head of Academy Coaching on a weekly basis to discuss all Development Centre players and operations to include staffing and finances. 14. Include a development centre report in all of your Academy Management Team reports. 15. Include a development centre report in your two half year reports.
<p>U8 and U7 Advanced Development Centre</p>	<ol style="list-style-type: none"> 1. Set up an Advanced Development Centre for players in the Under 7 age group. 2. Set up an Advanced Development Centre for players in the Under 8 age group. 3. Through these centres, produce, deliver and monitor an age specific coaching and development programme for the players as they have been identified as showing the most potential and may be registered in the Academy under 9 squad.

Additional responsibilities	<ol style="list-style-type: none">1. This is not a full and exhaustive list and further job role requirements may be added throughout the course of employment without the need for additional pay.2. The Foundation Phase Co-ordinator / Lead Coach is expected to be flexible and adapt to include any additional work as required by the job role which will include any other reasonable requests or tasks made by the Academy Manager.
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I understand the Foundation Phase Co-ordinator / Lead Coach job description and I agree to work to the job description on a daily basis.

Foundation Phase Lead Coach

Signed _____

Print Name _____

Date _____

Signed Academy Manager _____

Date _____