

Job Description



Job Title	Foundation Phase Lead Coach
Hours or work	<ol style="list-style-type: none"> 1. 40 hour week, to include both Saturdays and Sundays and a minimum of 3 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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. 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.
Reporting to	<ol style="list-style-type: none"> 7. The Head of Academy Coaching / Academy Manager
Appraisal process	<ol style="list-style-type: none"> 8. Appraised by the Head of Academy Coaching twice per season.
Code of Conduct	<ol style="list-style-type: none"> 9. To adhere to the Football Club and The Academy Staff, Code of Conduct at all times. 10. To always implement professional behaviour and best practise and to not bring yourself or the Club in to disrepute in any way, shape or form.
Academy Management Team	<ol style="list-style-type: none"> 11. 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. 12. 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	<ol style="list-style-type: none"> 13. 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. 14. 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. 15. Provide a written report of the confirmed staffing of training and games for the week to follow and present this at the Monday morning staff meeting each week. 16. Provide a short written and accurate report each Monday morning based on the previous day's Foundation Phase games programme identifying top 3 and bottom 3 players in each age group plus scores of all games. 17. Identify in the report any player position specific shortfalls at each age group. 18. 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	<ol style="list-style-type: none"> 19. 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. 20. To be prepared to travel as and when appropriate and to be on site to supervise Academy evening training sessions on a minimum of three nights per week until the end of the sessions. 21. To oversee and to be prepared to coach and develop any of the age group teams in the Foundation Phase as required. 22. To ensure that Foundation Phase age group training sessions run effectively, are planned, staffed and delivered as per the Academy Philosophy and development programme. 23. To ensure that the Foundation Phase meets the 1:10 coach/player ratio at every Academy coaching or development session. 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 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 both 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 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 Lead Coaches responsibility to ensure that Futsal is delivered in the Foundation Phase Development programme on a weekly basis to all players in the Foundation Phase.
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.
Match analysis	41. The Foundation Phase Lead Coach should develop a library of video clips that are position specific to aid player tactical development and game understanding as good practice. Foundation Phase match analysis should be delivered at least once each week.
Create a positive Learning Environment	42. 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. 43. The environment must : 44. Offer choices to the players. 45. Be inclusive.

	<p>46. Be player-driven.</p> <p>47. Be safe.</p> <p>48. Be enjoyable.</p> <p>49. Be challenging.</p> <p>50. Be equitable.</p> <p>51. Give the players ownership</p>
Player reviews	52. 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.
Formal Performance Reviews / PMA	<p>53. 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>54. A standardised protocol should be set and this should be communicated to the parent in advance of the review.</p>
	55. 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.
Physical Testing	56. Work closely with The Head of Sports Science to ensure that all of the players in the Foundation Phase are tested physically on a regular basis and that the testing meets the requirements of the Elite Player Performance Plan.
Transition of players	<p>57. Work closely with the Youth Development Phase 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.</p> <p>58. 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>59. Liaise with The Head of Academy Scouting & Recruitment with regards to all scouting activity in the Foundation Phase.</p> <p>60. 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>61. Implement a trialist induction process and ensure that every trialist has an induction prior to the commencement of their trial.</p> <p>62. 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	63. The Foundation Phase 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.
Playing time	<p>64. 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>65. 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>66. 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	67. 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 games. All goals should be locked securely against the fence at the conclusion of the games at the St Lawrence Academy or any other facility used.
1st Team Ball boys	68. Responsible for organising and ensuring that there are a minimum of 8 ball boys for every 1 st Team home game. To attend 1 st team games and to take full responsibility for meeting the ball boys before and after games to ensure their safety.

**Foundation Phase Lead Coach
Pre Academy Role Requirements**

The following are a major requirement of the Foundation Phase 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 player recruitment in to the Academy starting with the 6 year olds (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 10 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 make a profit (where possible) and try to make sure that the Development 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. This will be held locally at our Academy base (currently St Lawrence Academy – if possible). 2. Set up an Advanced Development Centre for players in the Under 8 age group. This will be held locally at our Academy base (currently St Lawrence Academy – if possible). 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.

<p>Schools Development Programme</p>	<ol style="list-style-type: none"> 1. Develop active and working relationships with all local junior and secondary schools and school P.E. teachers. 2. Develop a coaching programme throughout the school calendar year that includes all of the primary schools in Scunthorpe so that you personally and the schools development programme coaching staff coach all of the boys in year groups Y1 to Y6 to aid our player recruitment process. 3. Develop a working programme that includes all of the primary schools on the outskirts of Scunthorpe so that you coach all of the boys in year groups Y1 to Y6 to aid our player recruitment process. 4. This will include coaching within local primary and secondary schools delivering the technical development programme as part of the school curriculum or as an after school activity. 5. Coach within schools setting up early morning and after school, skill / movement / football centres to aid player recruitment. 6. There must be a minimum of 5 schools operating a skills programme each week and you as Lead Phase Coach are responsible for ensuring that the sessions are staffed appropriately to help identify players for the Academy.
<p>Additional responsibilities</p>	<ol style="list-style-type: none"> 1. This is not a full and exhaustive list and further requirements may be added throughout the course of employment. The Foundation Phase 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.

EMPLOYMENT APPLICATION FORM



Please complete **all sections** of this application form and return to the Academy Manager tony.daws@scunthorpe-united.co.uk prior to or at the latest on the closing date. Any incomplete applications received will be returned to the individual for completion. You will be notified within 7 days of the application close date if you have been short-listed for interview. If you do not hear from us unfortunately you will not have been short-listed.

Position Applied For:			
Full Time		Part time	

Section 1 Personal Details			
Title:		Last Name:	
First Names:			
Address:			
Post Code:			
Home Telephone Number:			
Mobile Telephone Number:			
Email Address:			
Are you eligible to work in the UK? Please provide photo copy of passport and driving license and recent utility bill with your application.	Yes	No	Delete as appropriate

Section 2 Mandatory Qualifications	
You are required to hold a number of mandatory minimum qualifications for the role, as per Elite Player Performance Plan (EPPP) regulations. <u>These are located in the Job Description.</u> Please note - Applicants who do not currently possess the mandatory minimum qualifications cannot be considered for the role. Under the rules, you cannot be working towards the qualification.	
Football Coaching Qualifications	Date Awarded
Academy Manager award	
UEFA Pro License	
UEFA A License	
UEFA A License prep course	
UEFA B License	
FA Advanced Youth Award	
FA Youth Award (Assessed)	
FA Youth Award module 3	
FA Youth Award module 2	

FA Youth Award module 1	
FA Developing Defenders – position specific award	
FA Developing Midfielders – position specific award	
FA Developing Strikers – position specific award	
UEFA A Gk License	
UEFA B Gk License	
FA Tutor (indicate level)	
Medical and other associated qualifications	
Psychology for football 1-5 (state level)	
Basic First Aid For Sport (BFAS)	
Intermediate First Aid For Sport (IFAS)	
Advanced resuscitation and emergency aid (AREA)	
Member of Health Professionals council (HPC)	
Chartered Physiotherapist	
Sports Science degree	
FA Fitness trainers award	
FA Safeguarding Children Workshop	Insert certificate number and expiry date
Enhanced Disclosure and Barring certificate (DBS)	Insert certificate number and expiry date
Member of FA Licensed Club	Insert membership number and expiry date
Any Other Relevant Qualifications & Training	
Qualification	Date Awarded

Section 3 Academic Education (i.e. School/College/University)			
Dates attended	Name of Institution	Qualification(s)	Level/Grade Awarded

Section 4 General Employment & Football Coaching Employment History (Most recent first)					
Name and Address of Employer	Date From: (MM/YY)	Date To: (MM/YY)	Job Title:	Main Responsibilities:	Reason for Leaving:
Your current Gross Basic Salary:				Your Length of notice period:	

Section 5 Please explain what is your Player Development Philosophy
In no more than 250 words, please summarise your philosophy on player development;
What percentage would you equate to player development being most important and the reasons why?
What percentage would you equate to winning being most important and the reasons why?

Section 6 References			
Please give the names and addresses of your two most recent employers (if applicable) or your most recent employer and a personal referee. If you are unable to do this, please clearly outline who your referees are. Please note that references will only be sought should we be giving serious consideration to employing you.			
Reference 1		Reference 2	
Name:		Name:	
Position:		Position:	
Organisation:		Organisation:	
Relationship:		Relationship:	
Address:		Address:	
Post Code:		Post Code:	
Telephone Number:		Telephone Number:	
Email:		Email:	

Section 7 BAME Declaration			
The EFL has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence:			
Do you consider your ethnicity to fall within one of the following definitions? <ul style="list-style-type: none"> • Black • Asian • Other Minority Ethnic (i.e. from any other ethnic group that is not 'White British'). 	Yes	No	Delete as appropriate

Section 8 Declaration			
I confirm that the information provided in this application form is truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.			
Signed:		Date:	
Scunthorpe United Football Club undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.			

Section 9 Self Declaration - Rehabilitation of Offenders Act.

Scunthorpe United Football Club is committed to safeguarding and promoting the welfare of children and young people and expects all those staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people. This role will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions. The definition of 'Spent Convictions' has recently changed and information on the list of offences that will never be filtered from a criminal records check can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

1. Have you ever been convicted of any type of criminal offence whatsoever or have you ever had a conviction or bind-over order? YES / NO
2. Is a prosecution pending related to children, or any offence involving violence of any nature or drug related or sexual offences? YES / NO
3. Are you a person known to any Social Services Department as being an actual or potential risk to children? YES / NO
4. Have you ever been disqualified or prohibited from fostering children or had your rights or powers in respect of any child vested in or assumed by a Local Authority or had a child ordered to be removed from your care?

If the answers to any of the above questions is YES, you must supply full details, in confidence, with this form.

I have read and understand the notes regarding completion of this form. I hereby consent to the appropriate level of Disclosure and Barring check and consent to provide The FA CRB with information and documentation as required by them and to provide a copy of my DBS/CRC disclosure with the appropriate person at the club and to support ensure that both can make a suitability/employment decision regarding my work with children.

I understand that the results of employment decision regarding this information and the DBS Disclosure will be recorded in my personnel file in line with The Data Protection Act 1998.

I understand that I must notify the Academy immediately of any matter relating to a question above (including any change in the details) during the term of my employment/volunteering with the club. I understand if I have knowingly provide false or misleading information on this or any recruitment documentation that I may be subject to disciplinary procedures or dismissal.

I understand that I have a right of access to information held on me and other rights under The Data Protection Act 1998.

For Office Use Only		
Date Received:		
Shortlisted for Interview and reason why	Yes	No
Date of Interview		
Name of person/people conducting interview		
Any Comments:		