

## Job Description



Job Title	Academy Goalkeeping Coach (part time)
<b>Hours or work</b>	<ul style="list-style-type: none"> <li>This is a part time position with the hours of work to be confirmed by the Academy Manager.</li> <li>To include weekends, both Saturday and Sunday mornings and a minimum of 2 evenings each week as directed by the Academy Manager.</li> <li>Coaching the U8-U16 GKs on Saturday morning or to be in attendance at the Academy U18 games on Saturdays as directed 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 Glanford Park.</li> </ul>
<b>Job role</b>	<ul style="list-style-type: none"> <li>The person in the Academy responsible for the implementation of the Elite Player Performance Plan with specific focus and aims to deliver a specific goalkeeping programme to all goalkeepers aged between U8-U16.</li> </ul>
<b>Reporting to</b>	<ul style="list-style-type: none"> <li>The Academy Manager.</li> <li>The Head of Academy Coaching.</li> <li>1<sup>st</sup> Team Goalkeeping Coach</li> </ul>
<b>Appraisal process</b>	<ul style="list-style-type: none"> <li>Appraised by the Head of Academy Coaching twice per season.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>The person should ensure that they are compliant with all Club policies, practises and procedures and that they seek the permission and advice of the Academy Manager before setting up, organising, giving out or sending any information or making any decisions that will affect the Football Club or the Academy in any way.</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 plan, prepare and evaluate a 'holistic' and multi-disciplinary coaching and development programme.</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 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 to basic level.</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' Outfield Coaching award is mandatory</li> <li>UEFA 'B' Goalkeeping Coaching award is mandatory</li> <li>FA Youth Modules one, two and three.</li> <li>FA Youth Module final assessment.</li> <li>FA Talent I.D.</li> <li>Basic First Aid For Sport (BFAS) and or the appropriate Emergency Aid qualification.</li> <li>Must maintain First Aid qualification and training at least once every three years.</li> <li>Must maintain a valid Disclosure and Barring Service certificate (DBS)</li> <li>Must maintain a valid Safeguarding Children certificate.</li> <li>Must be a member of the FA Licensed Coaches Club.</li> </ul>
<b>Continued Professional Development</b>	<ul style="list-style-type: none"> <li>Must attend all Continual Professional Development organised by the Academy/Club.</li> <li>Must attend at least 5 hours of mandatory in-service training to be provided by the Football Association every year for licence maintenance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Must attend all Football League C.P.D events.</li> <li>• Must attend any other C.P.D. events as directed by The Academy Manager.</li> </ul>
<b>Feedback and Multi-disciplinary meetings</b>	<ul style="list-style-type: none"> <li>• Feedback in writing at the Academy Management Team - end of month meeting regarding the development and progress of all goalkeepers in each development phase.</li> <li>• Attend both the Foundation and Youth Development Phase 8/12 weekly meetings and provide feedback to the Phase Lead Coaches, Head of Coaching and Academy Manager.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Demonstrate a professional manner and excellent communication and personnel skills.</li> <li>• On a weekly basis, provide verbal feedback to the Head of Coaching and Academy Manager on all aspects of the Goalkeeping programme and act on any matters arising or as instructed.</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>• To be responsible for clear communication between you and 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>• Keep accurate, up to date and well informed records that adhere to Football League and E.P.P.P. rules and regulations and also meet Scunthorpe United requirements.</li> </ul>
<b>Club &amp; Academy Philosophy, Culture, Values Vision</b>	<ul style="list-style-type: none"> <li>• Ensure that you understand and implement the Philosophy, Culture, and Values of the Football Club and the Academy at all times.</li> </ul>
<b>Performance Targets</b>	<ul style="list-style-type: none"> <li>• Set and review GK targets and ensure that you meet the Goalkeeping targets each season.</li> </ul>
<b>General Administration</b>	<ul style="list-style-type: none"> <li>• Undertake all administrative duties connected to the Goalkeeping programme in all age groups as and when required to ensure all matters are completed in an efficient manner.</li> </ul>
<b>Monitoring of your own activity</b>	<ul style="list-style-type: none"> <li>• To keep accurate and up to date records of your attendance at training and games and feed this back to the Academy Secretary on a monthly basis by the completion of a monthly time sheet to assist in monthly payment records and your pay claim.</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. 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 development training sessions run effectively, are planned, and delivered as per the Academy Philosophy and GK development programme.</li> </ul>
<b>Holistic Development Programme Technical, Tactical Physical, Social, Psychological</b>	<ul style="list-style-type: none"> <li>• Implement a Goalkeeper development programme and curriculum of work that is age specific and addresses the player's needs from a technical, tactical, physical, psychological and social perspective.</li> </ul>
<b>Coaching - Technical Hours</b>	<ul style="list-style-type: none"> <li>• Work closely with the Phase Lead Coach to ensure that the age groups weekly technical coaching hours meets the requirements of the E.P.P.P and of Category 3 status.</li> <li>• U9, 10, 11 GKs must achieve 3 hours of technical contact time each week</li> <li>• U12 &amp; 13 GKs must achieve 4 hours of technical contact time each week</li> <li>• U14 GKs must receive 5 hours of technical training each week.</li> <li>• U15 and 16 GKs must receive 6 hours of technical training each week.</li> </ul>
<b>Playing time</b>	<ul style="list-style-type: none"> <li>• Ensure that all Goalkeepers in the three phases 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>Players- playing up/down</b>	<ul style="list-style-type: none"> <li>No Goalkeepers 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 playing time on the PMA.</li> </ul>
<b>Player profiles</b>	<ul style="list-style-type: none"> <li>Develop Goalkeeper player profiles that are age specific that indicate the attributes required for the Goalkeeper in technical, physical, tactical and psychological areas.</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.</li> </ul>
<b>Diet &amp; Nutrition</b>	<ul style="list-style-type: none"> <li>Work closely with the Head of Sports Science and ensure that all Goalkeepers are aware of their diet &amp; nutrition and are slim, athletic and agile.</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 should only be used occasionally and with the older age groups U16+.</li> </ul>
<b>Macro cycle of training</b>	<ul style="list-style-type: none"> <li>The Goalkeeper coaching programme must be delivered over a 40 week season to meet the macro cycle of coaching. This will meet the requirements of Category 3 Academy status.</li> </ul>
<b>Meso cycle of training</b>	<ul style="list-style-type: none"> <li>The yearly macro cycle of coaching should be split in to 8 weekly blocks of mесо cycle of coaching planning.</li> </ul>
<b>Micro cycle of training</b>	<ul style="list-style-type: none"> <li>The 8 weekly meso cycle of coaching should be split in to a weekly micro cycle of coaching planning.</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.</li> </ul>
<b>Learning Objectives Individual /Team Games programme</b> <b>Tactical Set plays</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.</li> <li>Ensure Gks are involved in the tactical set play work prior to games</li> </ul>
<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.</li> </ul>
<b>Create a positive Learning Environment</b> <b>Players</b>	<ul style="list-style-type: none"> <li>It is the responsibility of the Goalkeeper Coach to 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.</li> <li>The environment must : <ul style="list-style-type: none"> <li>Offer choices to the players.</li> <li>Be inclusive.</li> <li>Be player-driven.</li> <li>Be safe.</li> <li>Be enjoyable.</li> <li>Be challenging.</li> <li>Be equitable.</li> <li>Give the players ownership.</li> </ul> </li> </ul>
<b>Individual Player</b>	<ul style="list-style-type: none"> <li>Ensure that written Goalkeeper player performance reviews are delivered to the players /</li> </ul>

<b>Performance Reviews</b>	<p>parents every 8 / 12 weeks as in the Elite Player Performance Plan rules.</p> <ul style="list-style-type: none"> <li>• Player performance reviews must all be completed electronically on the PMA at least 72 hours in advance of assessment.</li> <li>• A paper copy should also be printed and kept in the players file in the Academy office.</li> <li>• Player performance reviews must address and indicate technical, tactical, physical, psychological and social skills development over the previous 8 or 12 weeks.</li> <li>• Age specific SMART targets must be set for each individual Goalkeeper player and these must be written in to the players performance review.</li> <li>• All physical testing data must also be included and recorded alongside the previous testing results for comparison.</li> </ul>
<b>Formal Performance Reviews</b>	<ul style="list-style-type: none"> <li>• A minimum of 2 formal performance reviews should be held every season with the Goalkeeper / age group coach and the player/parent.</li> <li>• The Academy standardised protocol should be adhered to in these meetings.</li> </ul>
<b>Transition of players</b>	<ul style="list-style-type: none"> <li>• Work closely with the Foundation Phase Lead Coach and the Youth Development phase Lead Coach and Professional Development Phase Coach to ensure a smooth transition of Goalkeepers between the three phases.</li> </ul>
<b>Scouting and Recruitment of players</b>  <b>Trialist induction</b>  <b>End of trial appraisal</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 official feedback and the decision to sign the player or not.</li> <li>• Feedback will be in the form of a trialist report identifying the 4 corner development.</li> <li>• Work closely with the Head of Academy Scouting &amp; Recruitment to continually recruit better Goalkeepers in to the Academy at each age group.</li> <li>• Be receptive to new Goalkeepers coming on trial at the Academy.</li> <li>• Ensure that there are no more than 2 Goalkeepers registered per age group per season.</li> </ul>
<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>School Holidays</b>  <b>Registered Academy players</b>	<ul style="list-style-type: none"> <li>• In every school holiday during the day, liaise with the Academy Manager to organise a programme of Goalkeeper coaching that increases the contact hours of Goalkeepers in each age group.</li> <li>• Sign in registers of attendance must be kept on file and extra training hours must be recorded on the players next Player Performance Review and also updated on the Players Individual Performance Clock.</li> <li>• The Goalkeeper Coach is responsible for the organisation of the coaching programme and session plans outlining learning objectives must be produced prior to the development sessions.</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>Coaching Equipment</b>	<ul style="list-style-type: none"> <li>• When not being used all coaching equipment should either be stored in the storage container or kept with the GK coach on a daily basis.</li> <li>• Under no circumstances should equipment be stored in the Academy office.</li> <li>• Ensure that all equipment and coaching uniform is returned to the Academy at the end of the season or if you leave the Academy</li> </ul>

<b>Goalpost safety and security</b>	<ul style="list-style-type: none"> <li>• The person is responsible for the welfare and safety of all players and must ensure that all goals are securely fastened down prior to the start of any training 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>

I agree to the job description and will adhere to it at all times

Signed GK Coach.....

Print Name.....

Date.....

Signed Academy Manager .....

Print Name .....

Date.....