

Scunthorpe United Football Club – Academy

JOB DESCRIPTION



Job Title	Academy Coach (part time) <ul style="list-style-type: none"> • Foundation Phase (U7-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 – dates as stated in contract of employment		
Full Terms of employment	To consult the Club staff handbook held in the Academy office & at Glanford Park		
Hours of work	Variable and dependant on age group working with – hours stated in contract		
Basic pay	Please refer to contract		
Holiday pay entitlement	Please refer to contract		
Key relationships	Internal - Lead Phase Coach, Head of Academy Coaching / Coach Developer, Academy Manager, Academy Management Team (AMT), Recruitment Department, Academy Staff, Club Staff. External - Regulatory Bodies (English Football League, Football Association. Coaches at other Professional Football Clubs. Local Grass-root clubs		
Purpose of the job	To coach an age group/squad of players within the Academy, in accordance with the Scunthorpe United Football Club training and games philosophy, adhering to Club/Academy values and culture and in-line with the Academy Performance Plan (APP) and by the rules of the Elite Player Performance Plan (EPPP).		
Overview / Specific tasks	Coaching <ol style="list-style-type: none"> 1. Work under the supervision and guidance of the Academy Phase Lead Coach, Head of Academy Coaching and Academy Manager as directed. 2. Plan, deliver and evaluate every coaching session in accordance with the Club Philosophy, coaching syllabus and PMA requirements. 3. Ensure that each coaching session is planned, documented and recorded on to the Performance Management Application (PMA) prior to delivery of the coaching session, including individual and team learning objectives for players to review prior to attending the session. 4. 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 coaching programme. 5. Ensure that each coaching session is holistic and includes psychological and physical learning objectives for the players as well as technical, tactical and social objectives. 6. Along with the Academy Staff, deliver coaching sessions utilising age specific vocabulary detailed within the Academy Coaching Philosophy. 		

7. 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 the safety and welfare of the players at all times.
8. Ensure the players warm up and cool down before/after every coaching session in line with the Academy warm up & cool down protocol.
9. Develop and maintain a positive learning environment to maximise each players learning potential.
10. Ensure that you have an up to date player emergency contact and medical details list with you at each session to enable you to call parents in an emergency.

Games / Match-day

11. Ensure that the team that you coach plays in line with the Academy philosophy and that you are conversant with the philosophy in possession, out of possession and on transition.
12. You must adhere to the Club/Academy philosophy at all times and do not divert away from the philosophy in any way.
13. Document match day planning and both individual and team learning objectives using the PMA within 48 hours of a game being played
14. Ensure appropriate playing opportunities for all players, including contracted and any trialist players and ensure that all players participate in at least 50% of the game time for each game played by the team.
15. Ensure that all players have an equal opportunity to start a game and that the same players do not always start the game as a substitute.
16. Team-talk emphasis must be based on players understanding and meeting their individual and team learning objectives during the pre-match, half time and post-match team talks and ensure there is player interaction.
17. 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.
18. Exhibit exemplary touchline behaviour that is in line with the Academy code of conduct, exhibits 'best practise' and that you are a role model to the players.
19. Develop a positive learning environment whilst pitch side and remain in your technical area at all times.
20. Do not do or say anything that brings either yourself or the Club in to disrepute.
21. Liaise with the Academy Goalkeeping Coach to report on the performance and progress of each goalkeeper and ensure that this information is included in 8/12 weekly reviews, half year reviews and on the PMA.

Player Performance Reviews (every 8 wk YDP and 12 weeks FP)

22. Assisted by the Lead Phase Coach and the Head of Coaching, you must prepare and conduct player performance reviews for each player in your age group. Meetings must multi-disciplinary and include staff from the following departments: medical, sports science, education.
23. Ensure that these are prepared and delivered in good time before the date of the 8 or 12 weekly review.
24. Link Player Performance Reviews to the learning outcomes derived from the Academy coaching syllabus.
25. Working with the Performance Analyst, the Phase Lead Coach and the Head of Coaching, provide video evidence to support each player's individual performance review and evidence this on the PMA.

Trialist Recruitment

26. Be receptive 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.
27. To be aware that the Academy are always looking to recruit outstanding young players in each age group and so you must be receptive and agree with the policy that trialists will be recruited, trialled and signed if they are deemed good enough by either yourself or a senior staff member.
28. The Academy Manager has the final decision if a trialist is to be signed or not.
29. Ensure that you attend and contribute to all trialist inductions and introduce yourself to the trialist player and his parents.
30. Ensure that you inform the Phase Lead Coach within 4 weeks of your personal decision as to whether you feel that a trialist is good enough or not good enough to be signed by the Academy.
31. Ensure that you attend and contribute to all trialist 'end of trial appraisals' where you will have prepared a written report on a 'reasons why' form giving formal and verbal feedback on how the trialist performed and if we intend to sign them or not.

General Duties

32. Your regular and reliable attendance in this role is essential as it includes evening and weekend work and an 85% attendance rate is required from you for both training and games throughout the whole season.
33. Attend Academy staff meetings as required to ensure appropriate departmental communication, reporting, planning and evaluation.
34. Work with the Head of Coaching to ensure your individual coach development action plan (DAP) is in place with the appropriate CPD programme and that you buy in to the Coaching Competency Framework (CCF) programme as set out in the EPPP rules.
35. Carry out any other reasonable duties that may arise or be assigned by the Academy Manager, Head of Coaching or Phase Lead Coach.
36. Contribute to and attend Parents' Evenings, Phase Meetings and maintain a professional working relationship with players and parents in the Academy.
37. Display high standards of behaviour and appearance and encourage the same from others.
38. Provide a safe environment in which the player can learn without fear of abuse, consistent with the Club's Safeguarding and Welfare philosophies.
39. Attend annual staff induction.

Qualifications & CPD

40. Must be in possession of an up to date UEFA 'B' coaching License.
41. Hold the FA Youth Award Modules 1, 2 and 3.
42. Hold the FA Youth Award assessment.
43. Hold an in date emergency aid (or equivalent) medical qualification as provided by the FA.
44. To attend a minimum of five hours of continual professional development to be provided by the Football Association each year to maintain your current UEFA B coaching license.
45. To attend and contribute to in-house Continual Professional Development organised by the Academy.

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.

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 to the best of my ability.

Employee's Name:	Employee's Signature:	Date:
Line Managers Name:	Line Managers Signature:	Date:

Scunthorpe United Football Club – Academy

Academy Coach – part time

Foundation & Youth Development Phases



Person Specification

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

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