

Scunthorpe United Football Club

Academy



Job Description

Job Title	Youth Development Phase Co-ordinator / Lead Coach
Hours or work	<ol style="list-style-type: none"> 1. 40-hour flexible week, to include weekends and a minimum of 2 evenings each week as directed by the Academy Manager. 2. To include Saturday morning coaching for the Youth Development Phase, working over bigger areas which will include position specific, units of the team, phases of play (attacking & defending) and team/set plays. 3. Compulsory attendance at the Youth Development Phase games programme on Sundays alternating between home and away games each week. 4. The role may and/or will involve working on Bank Holidays as directed by the Academy Manager. 5. One day off midweek (usually Wednesday) the day to be confirmed by the Academy Manager.
Terms of employment	<ol style="list-style-type: none"> 1. Consult the staff handbook for full terms of employment. 2. The handbook can be located in the academy office and also in the main office at Glanford Park.
Job role	<ol style="list-style-type: none"> 1. The person in the Academy responsible for the implementation of the Elite Player Performance Plan with full responsibility for the multi-disciplinary development of players in the U12-U16 year old age groups. 2. The periodised coaching programme must be age and position specific.
Qualifications Required	<ol style="list-style-type: none"> 1. It is mandatory that the coach holds the UEFA 'A' coaching award prior to appointment. 2. FA Youth Modules one, two and three. 3. FA Advanced Youth Award. 4. Emergency First Aid in Football (EFAiF) medical qualification as required in the EPPP rules 5. Must hold a valid Disclosure & Barring Service certificate (DBS) 6. Must maintain a valid and in date Safeguarding Children certificate.
Reporting to	<ol style="list-style-type: none"> 1. The Academy Manager
Appraisal process	<ol style="list-style-type: none"> 1. You will be appraised by the Academy Manager at least once per season. 2. Working with the Head of Coaching you will formally appraise coaches in the youth development phase at least once each season.
The person	<ol style="list-style-type: none"> 1. Must possess a 'can do', proactive and innovative attitude. 2. Must possess excellent organisational skills of both self and others. 3. Excellent verbal and written communication skills. 4. The ability to plan, prepare and evaluate. 5. The ability to manage pressure and conflicting demands and prioritise tasks. 6. Excellent teamwork skills. 7. Reliable and honest. 8. Understands the need for a reporting procedure and respects the line management structure.
Code of Conduct	<ol style="list-style-type: none"> 1. To adhere to the Football Club and The Academy Staff, Code of Conduct at all times. 2. To always implement professional behaviour and best practise and to not bring the Club in to disrepute. 3. To ensure that all players, parents and coaches in the Youth Development Phase adhere to the Academy Code of Conduct at all times.
Equal opportunities	<ol style="list-style-type: none"> 1. To treat all players fairly and to give them an equal opportunity in both training and in the games programme (50% playing time) and any other associated activities connected with the Academy. 2. To not discriminate against anyone.
Computer skills	<ol style="list-style-type: none"> 1. Must be adept in use of computer systems including Excel, Word, and Power Point to basic level. 2. Excellent knowledge of internet and email.

Continued Professional Development	<ol style="list-style-type: none"> 1. Must attend at least 5 hours of in-service training to be provided by the Football Association every year. 2. Must undertake internal and external Continued Professional Development organised by the Club. 3. Must attend all English Football League C.P.D events. 4. Must attend any other external C.P.D. events as directed by The Academy Manager.
Academy Management Team	<ol style="list-style-type: none"> 1. To be part of the Academy Management Team (AMT) and attend all AMT meetings. 2. Feedback verbally and via a written report at each AMT meeting on all matters concerning the Youth Development Phase programme.
Communication channels	<ol style="list-style-type: none"> 1. On a daily basis, provide verbal feedback to the Academy Manager on all aspects of the Youth Development Phase and act on any issues or matters arising with players, parents, staff or other clubs. 2. Communicate clearly with all full-time club staff, part time coaching staff, players, parents, trialists, scouts, opposition staff etc to ensure there are no communication breakdowns. 3. Communicate effectively with all external stakeholders such as junior team managers, club secretary's, The English Football League, The Football Association and any other person's or bodies as appropriate.
6 weekly multi-disciplinary meetings	<ol style="list-style-type: none"> 1. Ensure that there is a coaches meeting in the Youth Development Phase at least on a 6 weekly basis to discuss all coaching/games issues /relevant matters. 2. You must take the minutes of these 6 weekly multi-disciplinary staff meetings (technical, medical, sports science, education staff to attend) and the minutes should be taken, kept on file and circulated to the AMT members after each meeting as best practice and ready for audit.
Record keeping Staff attendance	<ol style="list-style-type: none"> 1. Keep accurate, up to date and well-informed records that adhere to the English Football League and E.P.P.P. rules and regulations and also meet Scunthorpe United requirements. 2. Provide a plan of staff proposed attendance for training and games for the week to follow and forward to the Head of Coaching each Friday.
Match reporting Identify player position specific shortfalls	<ol style="list-style-type: none"> 1. Provide a short written and accurate verbal or email report to the Academy Manager and Head of Coaching each Monday morning based on the previous day's Youth Development Phase games programme identifying individual player and team performance, scores and scorers of all games. 2. Identify in the report any player position specific shortfalls at each age group. 3. Identify in the report who were the top 3 players from each age group in the game.
Club & Academy Philosophy Culture, Values	<ol style="list-style-type: none"> 1. Ensure that the philosophy, culture and values of the Football Club and the Academy are communicated to the age group players and coaches on an on-going basis.
Departmental Performance Targets	<ol style="list-style-type: none"> 1. Write the Youth Development Phase Departmental Performance plan & targets at the start of each season, work towards achieving them and appraise them twice per season (by 31st Dec & 1st May)
Monitoring of staff in the Youth Development Phase Attendance Pay claims	<ol style="list-style-type: none"> 1. 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 spreadsheet to assist in part-time staff monthly payment claims and Academy records. 2. Supervise and support the Head of Coaching with the development of all part time coaching staff and associated CPD for coaches in the Youth Development Phase.
Administration	<ol style="list-style-type: none"> 1. Undertake all administrative duties connected to the Youth Development Phase as and when required to ensure all matters are completed in an efficient manner. 2. Ensure that all player development reviews are completed as required by the E.P.P.P player performance clock /PMA.
Role responsibilities	<ol style="list-style-type: none"> 1. To attend all fixtures in the Youth Development Phase games programme, this includes both Sundays and any midweek (or Saturday) fixtures observing both home and away games equally. 2. To be prepared to travel as and when appropriate and to be on site to supervise and deliver where required Academy evening training sessions on a minimum of two nights per week. 3. To open up and lock up access to the school /academy site before and after training and games. 4. To ensure that Youth Development Phase age group training sessions run effectively, are planned, staffed and delivered as per the Academy Philosophy and development programme. 5. To be outside and present at the pitch side when coaching sessions are taking place to enable you to monitor the players and the coaching instruction given to them by the coaches.
Create a positive Learning Environment	<ol style="list-style-type: none"> 1. It is the responsibility of the Youth Development Phase Co-ordinator / Lead 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.

	<p>2. The environment must:</p> <ul style="list-style-type: none"> • Offer choices to the players. • Be inclusive. • Be player-driven. • Be safe. • Be enjoyable. • Be challenging. • Be equitable. • Give the players ownership.
Physical Development	<p>1. Work closely with the Sports Science staff to address and periodise the development programme and to ensure that fitness testing is carried out as per EPPP rules.</p>
Coaching - Technical Hours	<p>1. Ensure that the age groups weekly technical coaching hours meet the requirements of the E.P.P and of Category 3 status.</p> <p>2. U12 & 13 must receive no less than a minimum of 4 hours of technical contact time each week.</p> <p>3. U14 must receive no less than a minimum of 5 hours of technical training each week.</p> <p>4. U15 and 16 must receive no less than a minimum of 6 hours of technical training each week.</p>
Players playing time in the games programme	<p>1. Ensure that all players in the Youth Development Phase have access to at least one game per week and subject to fitness each player must have access to play in at least 50% of each game.</p> <p>2. Ensure that all playing time is recorded on the player's performance management application (PMA) and that players are rotated and have an opportunity to play in different positions.</p> <p>3. All players should in turn have an opportunity to start the game if they did not start in the previous game.</p>
Performance Clock	<p>1. Check all players' performance clocks at the start of each week and ensure that the PMA is up to date.</p> <p>2. Liaise with coaches who need to update their age group PMA.</p>
Diet & Nutrition	<p>1. Work closely with the Academy Sports Scientist and ensure that at the start of each season a diet and nutrition workshop / CPD event is presented to the players in the Youth Development Phase.</p>
Learning Styles	<p>1. Ensure that the age group coaches use each of the different learning styles with the players.</p> <p>2. Guided Discovery, Question and Answer on a regular basis.</p> <p>3. Command should only be used occasionally with the U16 age group.</p> <p>4. Deliver an annual CPD event to coaches based around addressing the different learning styles.</p>
Coaching cycle	<p>1. Ensure there is a macro, meso and micro cycle of coaching over a 40 weeks season in line with EPPP rules.</p>
Learning Objectives Coaching	<p>1. Ensure that individual learning objectives that are linked to the coaching programme are clearly communicated to the players before every coaching session by the age group coach.</p> <p>2. Ensure that coaches evaluate every coaching session on the PMA.</p> <p>3. Coaches should evaluate three players after every coaching session in line with the topic.</p>
Learning Objectives Tactical Set plays	<p>1. Ensure that individual learning objectives are clearly communicated to the players before every game.</p> <p>2. Ensure that team learning objectives that are linked to the coaching programme are clearly communicated to the players before every game.</p> <p>3. At U14 age group and above, ensure that set plays in and out of possession are clearly communicated that players before games and that they understand their role in the team.</p>
Match analysis	<p>1. Ensure that all U15 / U16 games are filmed and players in these age groups have match analysis feedback each week to develop their tactical understanding.</p>
Player match self-assessments and weekly self-analysis	<p>1. Ensure that all players complete a match - self-assessment after each game. This should be completed by the players using their player diaries on the PMA.</p> <p>2. All assessments should be monitored and coaches should comment on player performance on the PMA.</p>
Formal Half Year Player Performance Reviews	<p>1. A minimum of 2 formal player performance reviews should be held every season with the age group coach and the player/parent, these will be held in December and late April / early May.</p>
6 weekly Player Performance Reviews	<p>1. Ensure that written player performance reviews are delivered to the players / parents every 6 weeks as in the Elite Player Performance Plan rules via the PMA.</p>

Outfield players & Goal keepers	<ol style="list-style-type: none"> 2. Player performance reviews must all be completed electronically on the PMA by the age group coaches for the Youth Development Phase Co-ordinator / Lead Coach to check. The reviews should then be uploaded on to the player's performance clock. 3. Player performance reviews must be multi-disciplinary and address technical, tactical, physical, psychological and social skills development over the previous 6 weeks. 4. Age specific SMART targets must be set for each individual player and these must be written into the players performance review. 5. All recent physical testing data must also be included and recorded alongside the previous testing results for comparison. 6. Reviews should include the number of training and playing minutes completed and the number of training and playing minutes available by the player since the last performance review. 7. Include number of training minutes or games missed through injury or illness. 8. It is the responsibility of the Youth Development Phase Co-ordinator/ Lead Coach to ensure that all player reviews are uploaded on to the individual player's performance clock.
End of Season Procedure	<ol style="list-style-type: none"> 1. Work closely with the Academy Administrator to ensure that the end of season procedure is completed and that all players in the Youth Development Phase are informed of retain or release in a professional manner by completing the Football League Form 30 by the appropriate date. 2. End of season parents/player evenings must be held to deliver the final player development review of the season. At this meeting the age group coach will inform the player if he is to be retained or not. 3. The Youth Development Phase Co-ordinator /Lead Coach should be present at all player development reviews in each age group in the youth development phase. 4. All U16 players should be informed of their apprenticeship decision by the 31st December each season. 5. Any released Under 16 players should be recommended to attend the English Football League exit trials held in February half term each season. 6. Work closely with the Academy Administrator to ensure that the details of all released Under 16 players are forwarded to the Football League for circulation throughout the football pyramid.
Transition of players	<ol style="list-style-type: none"> 1. Work closely with the Foundation Phase Co-ordinator/ Lead Coach to ensure a smooth transition of players between the two phases. 2. Monitor and record the transition of players into the Professional Development Phase at the end of each season and include in your half year report.
Scouting and Recruitment of players in the Youth Development Phase Trialist induction End of trial appraisal	<ul style="list-style-type: none"> • Take responsibility to work closely with The Head of Academy Scouting & Recruitment to ensure and effect a smooth trial period for all trialists. <ol style="list-style-type: none"> 1. Ensure all trialist information is communicated to age group coaches prior to the commencement of any trials to include start and end trial dates. 2. Work closely with the Head of Academy Scouting & Recruitment to continually recruit better players into the Academy at each age group in the Youth Development Phase. 3. You must hold a trialist induction and ensure that every trialist has an induction prior to the commencement of their trial. 4. Communicate with parents of trialist before and throughout the trial to ensure an effective trial period. 5. You will hold an end of trial assessment with the player and his parents to give official feedback and the decision to sign the player or not. 6. Be prepared to complete all trialist administration.
Birth bias / Late developers	<ol style="list-style-type: none"> 1. The Youth Development Phase Co-ordinator /Lead Coach should be aware of all players in the Youth Development Phase age groups who are potentially disadvantaged and are regarded as '<i>late developers</i>' due to their <i>chronological</i> age. 2. These will generally be players born in June, July and August each school year and this information must be considered when assessing players.
School Holiday activity (trialists)	<ol style="list-style-type: none"> 1. To aid player recruitment, you must organise games, trials, talent days, tournaments and festivals against local and regional amateur clubs at each YDP age group during every half term school holiday.
School Holidays Registered Academy players in for additional training	<ol style="list-style-type: none"> 1. In every school holiday during the day, organise a programme of coaching that increases the contact hours of registered academy players in each age group. 2. Develop a timetable of school holiday coaching events/dates/times and circulate to staff and parents. 3. The U14-U16s must be invited in for <i>extra</i> development training for at least 2 days during every school holiday. Contact hours will be split in to 2x 90-minute sessions. 4. The U12s and U13s must be invited in for <i>extra</i> development training for at least 1 day during every school holiday. 5. For player safeguarding/welfare and health & safety, sign in/out registers of attendance must be kept completed each day by the players and these must be kept on file and recorded on the players PMA. 6. The Youth Development Phase Co-ordinator /Lead Coach is responsible for the organisation of the coaching programme and session plans for school holiday sessions.

	<ol style="list-style-type: none"> 7. Consult with the Academy Manager <u>before</u> any additional coaches are invited into coach during the day to coach. 8. To point 7, the Academy Manager's prior approval and agreement of payment must be gained before any part-time coach attends during the daytime sessions. 9. Ensure that the changing rooms that the Youth Development Phase players use are swept and clean at the end of each day or match.
Monitoring of players school progress	<ol style="list-style-type: none"> 1. Work closely with the Academy Head of Education to discuss and address any issues that may arise concerning the education or behaviour of any Academy players and report back to the Academy Manager.
Player injuries	<ol style="list-style-type: none"> 1. To communicate and liaise effectively with the Academy physiotherapist on all matters connected with and concerning the injuries or rehabilitation of players in the Youth Development Phase. 2. To communicate any injuries to age group coaches prior to training or games so that the coach is aware of how many players will be present s the development session.
Coaching Equipment	<ol style="list-style-type: none"> 1. To take responsibility to ensure that all youth development phase age groups have the correct coaching equipment in order to deliver the development programme. 2. Liaise with the Academy Manager to restock equipment as and when appropriate. 3. Ensure that all equipment is returned by the part time coaches at the end of the season and write an inventory of equipment returned. 4. To ensure that all club issued training kit, tracksuits etc are returned to the Academy as and when part time staff leave the employment of the football club.
Goalpost safety and security	<ol style="list-style-type: none"> 1. Responsible for the health and safety of all players in this phase and must ensure that all goals are securely fastened down prior to the start of any training or games.
Minibus	<ol style="list-style-type: none"> 1. To be prepared to drive the minibus to away games and events on any day or time required.
Additional responsibilities	<ol style="list-style-type: none"> 1. This job description is not a full and exhaustive list, it does include any other reasonable requests or tasks made by the Academy Manager made at any time throughout the course of employment.

I understand and agree to work to and abide by the job description at all times

Print Name
(Youth Development Phase Co-ordinator / Lead Coach)

Signed

Date

Academy Manager

Signed

Date