

Scunthorpe United Football Club – Academy

Job Description

2022 - 2023



Job Title	Part time Academy Coach <ul style="list-style-type: none"> • Foundation Phase (U9-U11) • Youth Development Phase (U12-U16)
Department	Academy
Line Manager & Reporting Procedures	1 Development Phase Co-ordinator/Lead Coach 2 Head of Academy Coaching 3 Academy Manager
Contract	Fixed Term – as per contract
Probationary Period:	There is a probationary period of 3 months to ensure that the candidate completes tasks and is suitable for the position.
Full Terms of employment	To consult the Club staff handbook held in the Academy office & at the Club main stadium
Hours of work	Appropriate hours for the age group to be advised by the Academy Manager. Note – The hours are subject to change on a weekly basis and hours can only be authorised by the Academy Manager.
Basic pay	£14 per hour – (this includes holiday pay) and includes UEFA B & A qualification
Holiday pay entitlement	Included and paid as part of hourly rate - Please refer to contract
Key relationships	Internal - Phase Lead Coaches, Head of Academy Coaching, Academy Manager, Academy staff, Academy scouts, External - Regulatory Bodies (English Football League, Football Association. YDP/FP Coaches at other Professional Football Clubs, Local Grass-root clubs
Purpose of the job	To coach and assist within the Academy, in line with the Scunthorpe United Football Club philosophy, values and culture and in-line with the Academy Performance Plan (APP).
Coach a team in line with Academy philosophy Record all information on Performance Management Application (PMA) Health & safety during training/games Player safeguarding	<ol style="list-style-type: none"> 1. Coaching/developing a team within the Football Club's Academy in line with the Club and Academy philosophy working under the guidance of the Phase Co-ordinator/Lead Coach, the Head of Coaching and the Academy Manager. 2. Guided by the Phase Co-ordinator/Lead Coach and Head of Coaching, plan, deliver and evaluate every coaching session in accordance with the Academy coaching syllabus, philosophy and Coach Competency Framework (CCF). 3. Record all coaching sessions on to the Performance Management Application (PMA) prior to delivery of the coaching session, including individual and team learning objectives for players to view 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 syllabus. 5. Ensure all sessions are delivered in an age-appropriate manner and with a compliant approach to Health and Safety and that you take an attendance register prior to and after each session ensuring that each player gets home safely after the session. 6. Ensure a warm-up and cool down is conducted for every coaching session and is delivered according to the Academy structured warm-up & cool down. 7. For welfare and safeguarding reasons, ensure that you have a full and up to date player contact details list with you at each session to enable you to call parents in

<p>Positive learning environment</p> <p>Play to the Club / Academy philosophy</p> <p>50% playing time / equal opportunities</p> <p>Starting games / subs</p> <p>Individual Learning Objectives</p> <p>Half time – coach 1 - in possession coach 2 out possession</p> <p>Evaluate performance</p> <p>Professional touchline manner / code of conduct</p> <p>Review comments</p> <p>PMA – Sunday – coach reflections on training and game for each player</p> <p>Trialists / new players induction / end of trial assessment</p> <p>Staff meetings</p> <p>Coaching Competency Framework (CCF)</p> <p><u>Reliable attendance at training & games 95%</u></p> <p>Your own qualifications</p>	<p>an emergency if required.</p> <p>8. Develop and foster a positive learning environment to maximise each players learning potential.</p> <p>Games / Match-day</p> <ol style="list-style-type: none"> 1. Ensure that the team plays in line with the Academy philosophy and that you are conversant with the philosophy in possession, out of possession and on transition. 2. Document match day planning and evaluation using the PMA within 48 hours. 3. Ensure appropriate playing opportunities for all players, including trialist players. All players must participate in at least 50% of the game. 4. 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. 5. Make sure that the team-talk emphasis is on players meeting their individual and team learning objectives and does not focus on just winning. 6. Prior to, at half time and post-game, one coach should cover ‘in possession’, one coach should cover ‘out of possession’ and identify if the players are meeting their learning objectives and Academy philosophy. 7. Ensure players evaluate all matches, documenting achievement of learning objectives via the player diaries on the PMA within 48 hours latest. 8. Ensure that you update the PMA a maximum of 48 hours post game. 9. Exhibit touchline behaviour that is in line with the Academy code of conduct, exhibits appropriate language and ‘best practise’, that develops a positive learning environment and doesn’t bring yourself in to disrepute. 10. Liaise with the Academy Goalkeeping Coach post-game to report on the performance and progress of each goalkeeper in your age group. <p>Player Performance Reviews (every 6-week YDP and 6/12 weeks FP)</p> <ol style="list-style-type: none"> 1. Conduct player performance reviews for each player in your age group on the PMA and in good time prior to each player review period. 2. Link Player Performance Reviews to the coaching syllabus and ILP’s. <p>Trialist Recruitment</p> <ol style="list-style-type: none"> 1. Be receptive and help the Academy to identify and sign talented young trialist footballers and to be aware that the Academy are always looking to sign better players than it already has registered in each age group. 2. Ensure that you attend and contribute to all trialist inductions and end of trial assessments. 3. Ensure that you inform the Phase Lead Coach within 4 weeks your opinion as to whether you feel that a trialist is good enough or not good enough to be signed by the Academy. <p>General Duties</p> <ol style="list-style-type: none"> 1. Attend Academy staff meetings as requested. 2. Work with the Head of Coaching and develop your Coaching Competency Framework (CCF) programme as set out in the EPPP rules. 3. Flexibility in this role is essential, including evening and weekend work and a <u>95% attendance rate is required</u> from you at training and games. 4. You are responsible for your own CPD and must ensure that you identify and attend at least five hours of in-service training / continual professional
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CPD	development to be provided by the Football Association each year to maintain your coaching license.
Medical qualifications	5. Ensure that you hold the relevant medical qualification (EFAiF).
	6. Be in possession of an up to date UEFA 'B' License together with an FA Youth Award Modules 1, 2 and 3.
CPD	7. To hold the FA Youth Award assessment.
Formal parents evenings / player reviews	8. Attend and contribute to in-house Continued Professional Development organised by the Club
Create a positive environment	9. Contribute to and attend Parents' Evenings, Phase Meetings and maintain a positive relationship with players and parents in the Academy.
Safeguarding	10. Display high standards of behaviour and appearance and encourage the same from others.
Player care	11. Create a positive environment for player development.
Safe environment	12. Provide genuine care and the safeguarding for each player as an individual striving to develop a rapport and relationship based on mutual trust and Club values and the Academy Philosophy.
	13. Provide a safe environment in which the player can learn without fear of abuse, consistent with the Club's Education and Welfare philosophies.

GENERAL INFORMATION

Equal Opportunities

Scunthorpe United Football Club is an equal opportunities employer and all applicants for employment will be regarded equally and will be given equal opportunities irrespective of ethnicity, religious belief, gender, sexual orientation, marriage or civil partnership, age, disability or ability, gender reassignment or pregnancy or maternity.

Safeguarding Statement

Scunthorpe United Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared".

Relevant information and / or documents will be distributed as part of the recruitment process.

General Information

The employee must at all time carry out their duties with due regard to the policies and procedures of Scunthorpe United FC. 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

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

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



Scunthorpe United Football Club – Academy

Academy Coaches

Foundation & Youth Development Phases

Person Specification

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

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