



Job Description – Academy Head of Coaching

- 1. Job Title** Academy Head of Coaching
- Responsible to: Academy & Player Development Manager
- Responsible for: Lead Phase Coaches
Age Group Coaches

2. Main Purpose

To be responsible for the continued development, education and upskilling of all Academy coaching staff in accordance with the Coach Competency Framework (CCF).

3. Responsibilities

3.1 Specific Responsibilities

Oversee, monitor and update the CCF to ensure a highly effective development programme is applied for all Academy coaching staff.

Ensure the Academy Coaching Curriculum is consistently delivered in line with the Academy Performance Plan (APP).

Attend and commit to the Premier League's Elite Head of Coaching (EHOC) Development Programme.

Maintain a clear and updated Training Needs Analysis (TNA) of each individual coach's current and required level of performance, ensuring that each coach holds the minimum required qualifications for their role and has a CPD plan to ensure licencing is up-to-date.

Ensure each coach also has a personalised Development Action Plan (DAP), which is tailored to meet their needs and that the coach embraces the document.

Design and deliver development interventions based on the APP and common aspects identified in the coaches' DAPs.

Develop an effective coach evaluation process, including written and/or video feedback with the best available technology, e.g. Captured.

Construct and deliver mid-season and end of season appraisals to coaches, including SMART targets.

Attend and deliver at all in-service and coaching days.

Provide 1:1 coaching in order to develop the individual coach's skills.

Stay up to date with the latest developments on coaching science, including from the International Sport Coaching Journal, and how the relevant findings can be applied into the Academy Coaching Curriculum.

Provide cover at Academy coaching sessions and matches for absent coaches.

Be an integral part of the Academy Management Team (AMT) to ensure all relevant coaching requirements are met in accordance with the Elite Player Performance Plan (EPPP), including planning, design and implementation of the coaching syllabus throughout the phases.

Attend all Technical Board meetings as a representative of the Academy.

Multi-disciplinary communication between staff, players and parents to ensure optimal well-being and development of all coaches and players.

Maintain honesty and integrity at all times when working with coaches and players at the Club.

Be presentable, smart and personable at all times when representing the Club.

Undertake all reasonable tasks assigned by the Academy & Player Development Manager.

3.2 Health & Safety

Your core Health and Safety responsibilities are as follows:

Lead by example being diligent and observant at all times.

Ensure safety & risk are considered within all projects alongside the Head of Academy Education & Welfare.

Ensure a safe and respectable learning environment for all coaches and players to maximise their holistic development.

4. Qualifications

4.1 Essentials

- a) UEFA A Licence
- b) The FA Advanced Youth Award
- c) Valid FA Safeguarding Children Certificate
- d) Hold an enhanced DBS check
- e) Valid EFAiF – Emergency First Aid in Football
- f) Full UK Driving Licence
- g) Member of the FA Licensed Coaches Club
- h) High level of knowledge of the Performance Management Application (PMA) software

4.2 Desirables

- a) UEFA Pro Licence
- b) FA Professional Coaches Award
- c) FA Developing the Developers Award
- d) FA Licensed Tutor status
- e) Postgraduate degree in sport coaching or pedagogy
- f) MIDAS Minibus Driving Licence (D1)

5. Person Specification

Extensive experience of coaching and/or coach development in an elite environment.

Committed, enthusiastic and passionate about the development of coaches across all three development phases.

Dedicated to the successful completion of the EHOC Development Programme.

Possess an understanding of a range of teaching and learning styles to optimise the development of coaching staff.

Ability to work as part of a team as well as using one's own initiative in developing coaching staff.

Excellent interpersonal skills with a variety of different personnel at the Club.

Able to communicate effectively with fellow staff members, players and parents at all levels.

Strong IT skills with the ability to use e-mail, Microsoft Office, PMA and video technology to a high standard.

Dedicated to self-development to ensure knowledge in relation to all aspects of coaching and coach development is up-to-date and forward thinking.

Able to adapt to the demands of the job and needs of the coaches and players.

Willing to follow and promote the philosophy of the Club.

Be an ambassador for Luton Town Football Club, presenting the Club in a positive image at all times.

6. EQUALITY STATEMENT

The employee must at all time carry out their duties with due regard to Luton Town Football Club policies and procedures.

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 relationships between all internal and external stakeholders.

The employee must contribute to encouraging equality and respecting diversity by embedding such values in the workplace and challenging inappropriate behaviour and processes.