

# Scunthorpe United Football Club Academy



Position	Head of Academy Coaching & Coach Development
Department	Academy
Reporting to	Academy Manager
Place of work	The Sands Venue Stadium, Glanford Park, The St Lawrence Academy and any other training/game facilities as directed.
Full terms of employment	This is a full-time position of employment, in line with the continued receipt of funding for Head of Coaching/Coach Development role from the Premier League and English Football League. The employee should consult the Football Club staff handbook for their full terms of employment, working conditions and Club rules. A copy is held at Glanford Park and in the admin office at the Academy.
Hours of work	<p>Full time 40 hours flexible week and as the role/Academy Manager requires.</p> <p>Due to the nature of the business, the post holder will be expected to be flexible with regards to working hours which will include evenings (minimum of 2 each week) and working on both Saturday and Sunday, the role may also include working on public bank holidays (with time off in lieu).</p> <p>One day off midweek (usually Wednesday) to compensate for working on both Saturday and Sunday. Day off to be decided at the sole discretion of the Academy Manager.</p>
Qualifications required	UEFA 'A' Football Coaching Licence FA Advanced Youth Award Premier League - Elite Heads of Coaching award (EHOC) Emergency First Aid in Football (EFAiF) Safeguarding Children certificate Enhanced DBS
Code of Conduct & Best practise	<p>To adhere to the Football Club and the Academy Staff, Code of Conduct at all times.</p> <p>To always implement professional behaviour, best practise and to be a role model to all staff and players at all times and to not bring the Club in to disrepute in any way.</p>
Social Media	To adhere to the Football Club and The Academy Social Media policies at all times and to not bring the Club in to disrepute in any way via the use of social media.
Safeguarding and Protecting Children	Work within the Club's safeguarding framework (inc. welfare) in ensuring compliance with safeguarding policies, supporting inductions, the life-skills development programme and exit and release strategies.
Equality & Diversity	Ensure that you work within the Club's Equality and Diversity policy in maintaining equitable practices in supporting and delivering inclusive activities at all times.
Health & Safety	Ensure that you and all staff adhere to all Health & Safety principles, practices and safeguarding in the delivery of academy coaching and match activities.
Key Contacts	<p><u>Internal</u>: Academy Manager, Academy Management Team, Technical Board, Coaches, Players, Parents.</p> <p><u>External</u>: Governing Bodies - Premier League, English Football League, Football Association, partners – PFA, LFE, Lincolnshire County FA, other professional clubs, Universities (to assist with research).</p>
Communication / Reporting	<p>Communicate regularly, effectively and develop good working relationships with all staff.</p> <p>Provide clear communication between you, the players, parents, trialists and any other person's or external stakeholders / bodies as appropriate or as directed so as to avoid any problems, confusion or communication breakdowns.</p> <p>Inform the Academy Manager of any issues with parents, players, staff or any other issue or incident that may be relevant.</p>
Weekly meeting with Academy Manager	Meet with the Academy Manager on a weekly basis to discuss all football matters relevant to the 3 development phases and ensure that you take the minutes of the meetings and file in readiness for audit.

<b>Administration</b>	Undertake all administrative duties connected to the role to ensure all matters are completed in an efficient manner and as required by the EPPP to meet the rule requirements. Learn understand and adhere to all English Football League rules regarding youth development.
<b>Weekly staff planner</b>	On Friday's collect all information and complete the next weeks, weekly staff planner and circulate to staff.
<b>Developing an elite environment</b>	Contribute to the development of an elite learning environment where coaches take responsibility for their own development, are able to learn from their mistakes and have the opportunity to experiment outside of their comfort zone.
<b>Growth mind-set</b>	The post-holder must be a problem solver and solution finder, they must have a 'growth mind-set', an open-mindedness to be inventive, a creative mind and be able to seek personal challenge as well as being aware of other people's needs.
<b>Overall Objectives</b>	<u>Working under the guidance and supervision of the Academy Manager:</u>
<b>Coaching programme</b>	1. Be responsible for the creation, development, delivery and on-going improvement of the Academy's coaching programme/syllabus across each of the three development phases in line with the Club and Academy coaching and playing philosophy. The overall long-term target and responsibility is to produce players that are able to develop and progress through the Academy, sign as a professional player and play on a regular basis in the first team at Scunthorpe United Football Club.
<b>Coach Education and Development Programme</b>	2. To be responsible for the development, delivery and on-going improvement of a coach education, mentoring and continual professional development (CPD) programme that develops elite coaches for Scunthorpe United Football Club. The role is to coach and support the coaches to enable them to improve and as such improve their content and delivery to our Academy players.
	3. To be responsible for developing excellent links with the local grassroots clubs 'coaching community' and to set up working relationship with 4 designated 'feeder clubs'. Deliver 4 CPD sessions each season to the junior club coaches and take full responsibility for making these community coaches feel part of our Club. Invite them to all SUFC internal CPD events and all external CPD events delivered by the FA to build links and to help identify future academy coaches and players.
<b>Elite Heads of Coaching (EHOC)</b>	Must be fully committed to the Elite Heads of Coaching (EHOC) project and attend all CPD, national and regional events and qualify within the timescale associated with the programme.
<b>Appraisal process</b>	Appraised by the Academy Manager at least once per season.
<b>Personal Continual Professional Development (CPD)</b>	Must undertake self-development to ensure knowledge in relation to all aspect of coaching and coach development is up-to-date and forward thinking. Must build relationships throughout the Academy and Club in general. Maintain/enhance your own football coaching competency.  Must deliver a full and appropriate in-house CPD on a regular basis to Academy coaches, players and parents. Must attend at least a minimum 5 hours of in-service training to be provided by the Football Association every season for your own license maintenance. Must attend all English Football League C.P.D events as directed by the Academy Manager. Must attend all other external stakeholder delivered C.P.D. events as appropriate. Must attend all SUFC in-house 'CPD' events.
<b>Coaching of players</b>	Coach the players occasionally to maintain a 'hands on' coaching competency. Provide cover and take the coaching session if coaches are absent.
<b>Delivery of CPD programme to Academy coaching staff</b>	<ul style="list-style-type: none"> <li>• Must deliver an internal Academy/Club Continual Professional Development programme in line with the coaching competency framework and Club/Academy philosophy.</li> <li>• Must deliver a minimum of 5 CPD workshops/events to the <b>coaches</b> in each of the three development phases each season - (Aug, Oct, Dec, Feb, Apr).</li> <li>• Must deliver a minimum of 5 CPD workshops/events to the <b>players</b> in each of the three development phases each season- (Aug, Oct, Dec, Feb, Apr).</li> <li>• Must deliver a minimum of 5 CPD workshops/events to the <b>parents</b> of the players in the Foundation and Youth Development phases each season – (Aug, Oct, Dec, Feb, Apr).</li> </ul>
<b>Coaches - coaching qualifications</b>	Responsible for ensuring that all Academy coaches meet the rule requirements of the EPPP and are qualified to the appropriate level and have an appropriate Coach Development Action Plan programme in

	place.
<b>Coaches training needs analysis (TNA)</b>	On a monthly basis, provide clear, up-to-date training needs analysis (TNA) of every individual coach's current and required level of performance going forward and ensure that this is formally recorded and documented. Observe coach performance on a daily basis and provide feedback to aid coach development. Complete Training Needs Analysis (TNA) with all coaches and implement a coach development pathway.
<b>Coach Development Action Plans (D.A.P)</b>	Ensure every coach has a personalised Development Action Plan (DAP) that is tailored to meet their needs and which they buy-in to as a 'living' document. Use video footage to record all coaching sessions as part of the DAPs and review post session with the coach and provide feedback.
<b>Coaching Competency Framework (C.C.F)</b>	Design and implement a Club Specific Coaching Competency Framework (CCF) to monitor and evaluate coaches in order to develop DAPs. Review and update the CCF on an annual basis.
<b>Club &amp; Academy Philosophy Culture, Values Vision</b>	Ensure the Academy's coaching curriculum is consistently delivered in line with the Club and Academy Coaching and playing Philosophy. Ensure that the Club/Academy culture and values are embedded into the programme.
<b>Bi-annual coaching session appraisals for coaches</b>	As part of the coaching competency framework, conduct twice yearly coaching session appraisals with every member of the full & part time coaching staff, (one pre-December and one post December) film the session and analyse afterwards with the coach 1:1 giving feedback in relation to meeting the Coaching Competency Framework requirements. Agree and put in place timed and SMART action plans with the coach where required.
<b>F.A. Youth Coach Educator (FAYCE)</b>	To work closely and build good working relationships with the F.A. Youth Coach Educator (FAYCE) to develop the Coaching Competency Framework, Coach Development Action Plans, player Individual Learning Plans, and the Continual Professional Development programme.
<b>Effective management of the Performance Management Application (PMA)</b>	Ensure that you and the coaches are conversant with and understand how to use the Performance Management Application (PMA) and deliver continual support to any coach that requires it on an on-going basis. Deliver CPD workshops on the PMA during pre-season to the coaches, players and parents. Deliver at least one more PMA CPD event to the coaches, players and parents during the season. It is your responsibility to check the PMA on a weekly basis and to ensure that all age groups are uploading the relevant information and that the PMA is up to date at every age group. Report any issues identified and put in place any action plans that are required. If the PMA is not up to date, meet 1:1 with the age group coaches and set in place a training/education programme to ensure that they are fully conversant with their PMA responsibilities and that they complete them on a weekly basis.
<b>Coaching Hours</b>	Ensure that all age groups meet the minimum weekly coaching hours as required by the rules of the EPPP.
<b>Playing time</b>	Ensure that all players are given at least 50% playing time of every game that their age group play.
<b>Transition of academy players</b>	Liaise with the Academy Manager before any players are moved up an age group. Once moved, ensure the smooth transition into the age group above and monitor and feedback on a weekly basis.
<b>Trialist Inductions</b>	Take responsibility and hold inductions for trialist players and also hold an end of trial formal assessment.
<b>Academy Management Team</b>	To be part of the Academy Management Team (AMT), attend all AMT meetings and feedback verbally and in writing via an email report at each meeting on the coaching programme in each phase. Attend AMT meetings and report verbally and in writing on the coach education programme.
<b>Technical Board</b>	To be part of the Academy Technical Board and attend and contribute to all TB meetings.
<b>Multi-disciplinary meetings</b>	Every 6 weeks, you must hold multi-disciplinary meetings in each development phase where you will ensure the coaches understand how each department must integrate with the others.  On a 6-weekly basis, you will meet with the Phase Lead Coaches, the age group coaches, sports science staff, Education Officer, Safeguarding Officer and Medical Team to discuss players individual learning plans (ILPs) and the progress and development of each academy player prior to their 6 week reviews. You must take the minutes of these meetings and circulate them to the appropriate staff.

<b>Daily multi-disciplinary meetings – PDP</b>	Hold and minute daily PDP meetings with Sports Science staff and medical staff to discuss players fitness and availability (including illness/covid), well-being and readiness to train.
<b>Player Individual Learning Plans (ILPs)</b>	You will be responsible for managing the day-to-day performance of the Lead Phase Coaches. You will be expected to provide clarity regarding expectations and provide regular feedback and appropriate support to enable strong performance in the role of the Lead Phase Coaches.
<b>Manage the Lead Phase Coaches</b>	
<b>Phase specific performance targets of each development phase</b>	Work with the Academy Manager and be responsible for setting, monitoring and measuring the technical department phase specific coaching, games programme and progression targets. Performance targets must be set by 1 <sup>st</sup> July by yourself and then measured twice each season (31 <sup>st</sup> Dec & 1 <sup>st</sup> May). An appraisal/measure of the technical department performance targets must be included in the Head of Academy Coaching's half year report to the Academy Manager. Timed departmental action plans for each development phase should also be set in place if targets are not being met.
<b>Individual performance targets of each phase lead coach</b>	Be responsible for working with the Lead Phase Coaches to set, monitor and measure the phase lead coach's <u>individual</u> performance targets. Individual phase lead coach performance targets must be set in July and then measured by 31 <sup>st</sup> Dec and 1 <sup>st</sup> May each season. The measure of if the individual phase lead coach is achieving their personal performance targets must be included in the half year reports (31 <sup>st</sup> Dec & 1 <sup>st</sup> May) to the Academy Manager.
<b>Pre-Academy programme</b> <b>U7s and U8s</b>	Assist the Foundation Phase Lead Coach in the organisation, planning, delivery and coaching of the pre-Academy programme to enable the Academy to identify elite players to sign in to the U9 squad. It is your overall responsibility to ensure that we have a pre-academy U8 group and a pre-academy U7 group operating by 30 <sup>th</sup> September of each season.
<b>Develop links with the local junior clubs</b>	Develop excellent links with the local grassroots coaching community. Set up, maintain and develop positive and strong links with 4 local junior clubs that will operate as 'feeder' clubs to our academy and will aid our recruitment throughout the season. As part of the feeder club links, deliver a minimum of 3 CPD events to the grassroots coaches and make these coaches feel part of our Academy/Club. Invite feeder club coaches to all SUFC internal CPD events to build links and to help us identify future academy coaches. Attend a minimum of at least one of the junior club's monthly managers meetings each season.
<b>Coach appraisals</b>	Conduct twice yearly (by 31 <sup>st</sup> Dec and 1 <sup>st</sup> May) written appraisals with all part time academy coaching staff and also with the full-time Phase Lead Coaches.
<b>Succession planning of coaches</b>	Working with the Academy Manager be responsible for the succession planning of coaches and play an integral role in the recruitment and interview process of new coaches into the Academy.
<b>Additional responsibilities</b>	To include any other reasonable requests or tasks made by the Academy Manager throughout the course of employment.
<b>General Information</b>	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 Officer. 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.

Signed Head of Coaching:

Signed: Academy Manager:

Print Name:

Print Name:

Date:

Date: