

Job Description

Academy Foundation Phase Head Coach

Position: Academy Foundation Phase Head Coach	Department: Academy	Reporting to: Lead Foundation Phase Coach
Salary: £5,000 per annum	Contract: Fixed Term	Hours per week: 12. Any 4 from 7

Job purpose: To manage and Coach an Academy Schoolboy age group in the Foundation Phase (U7-12)

Job Description

Main objectives:

- To assist with the delivery of coaching sessions as per the Academy Schoolboy Coaching timetable, programme and philosophy
- To manage an Academy age group in the scheduled games programme
- To complete all administration requirements for the respective age group including PMA & Reviews
- To liaise with the Foundation Phase Coach on all matters
- To work in line with the Philosophy of the Academy including the 'aims and vision' of the Academy/Club
- To assist with the coaching of Academy players as and when required
- To attend and contribute to all In-Service training for Academy Coaches
- To attend all relevant Academy Coach meetings (Phase/Whole Academy) and contribute within Coaching Philosophy where required
- To keep up to date with all Football League, Premier League and Football Association correspondence
- To comply with all company policies/procedures and regulations relating to your role
- To assist with liaison with the Foundation Phase Schoolboy's Parents/Guardians in regards to player's progress at the Academy
- Ensure you are aware of and keep updated in regards to best practice policies
- To show clear evidence of planning and evaluating
- Keep Performance Management Application (PMA) up to date with all relevant correspondence and data.
- Liaise with the local and national Football Associations in regards to technical development
- To be prepared to do other duties to further the development of the Club and Academy as and when required
- To maintain and monitor Academy equipment/resources
- To provide weekly reports on matches and individual progress/performance
- To build your own coaches 'log book' to include sessions and reflections

Person Specification

Essential skills and qualifications:

- Basic level of IT skills
- Excellent communication and interpersonal skills
- Have a flexible attitude to work
- Ability to work on own initiative and as part of a team
- Have a polite and courteous manner
- Be organised, have good time management skills
- The ability to meet stringent deadlines
- Be able to adapt to different and changing situations
- Have the drive and enthusiasm to set high standards and achieve company objectives

- Have a personable approach
- Ability to liaise with footballers, coaches, management and other football related individuals in a professional manner
- Be prepared to work evenings and weekends.
- Previous academy coaching experience
- Hold the following qualifications:
 - UEFA 'B' Coaching Certificate
 - FA Learning Safeguarding Children Certificate
 - FA Emergency Aid Certificate
 - FA Youth Modules 1-3

Desirable

- Have a full driving licence including Mini-Bus Licence

This Role is a regulated post and is exempt from the Rehabilitation of Offenders Act and therefore requires an enhanced DBS.

Behavioural Indicators:

Entry

- Functional Skills (Process Management)
- Personal Attributes (Confidence & Commitment)
- Personal Attributes (Resilience)
- Delivery At Pace (Planning & Prioritisation)
- Delivery At Pace (Challenging the Status Quo)
- Thinking (Big Picture Thinking)
- Thinking (Entrepreneurship)

Skilled

- Functional Skills (Communication)
- Functional Skills (Functional Skills)
- Personal Attributes (Self Development)
- Personal Attributes (Respect For Others)
- Delivery At Pace (Passion for Customers)
- Delivery At Pace (Drive for Results)

Expert

- Personal Attributes (Integrity and Trust)

Reference: F0466

Closing date: 8th February 2019 5pm