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<b>Job title</b>	Professional Development Phase (17-23) and Foundation Phase (11-12) Coach	<b>Reports to</b>	Head of Academy Coaching
<b>Location</b>	Christopher Park Training Ground		
<b>Department</b>	Academy		
<b>Job purpose</b>			
To provide high quality delivery of coaching in the Professional Development Phase (17-23) and the coaching, management and development of players in the Foundation Phase (11-12) in line with the Academy Playing and Coaching Philosophies.			
<b>Jobs reporting into the job holder</b>		None	
<b>Key responsibilities and duties</b>			
<ul style="list-style-type: none"> <li>• Deliver coaching sessions within the Professional Development Phase (17-23) in line with the Academy Coaching Philosophy.</li> <li>• Support the U18 Lead and U23 Lead Coach during Professional Development Phase fixtures.</li> <li>• Organise appropriate staffing for all Foundation Phase (11-12) coaching sessions and events in line with club guidelines and the Coaching Programme requirements.</li> <li>• Ensure sessions and fixtures are appropriately planned, delivered and evaluated in line with the Academy Playing and Coaching Philosophies.</li> <li>• Provide support to the Part Time Coaches in the Foundation Phase (11-12) in their delivery of the Academy Playing Philosophy and Strategy.</li> <li>• Attend and supervise all coaching sessions, fixtures and events as stipulated by the Head of Coaching.</li> <li>• Work with a Multi-Disciplinary approach across all relevant departments to ensure the highest possible levels of communication and player development.</li> <li>• Manage each player in the Foundation Phase (11-12) Individual Learning Plan (ILP) and Individual Learning Objectives (ILO) and supports the necessary planning, delivery and evaluation as required.</li> <li>• Promote the Academy Learning Environment and Playing and Coaching Philosophy through professional conduct and instilling the same approach in all academy players.</li> <li>• Assess the players in the Foundation Phase (11-12) in accordance with the 'Player Profile' identifying their progression, areas of strength and areas for development.</li> <li>• Liaise with recruitment staff regarding players required within the Foundation Phase (11-12) and the attributes the players should display in accordance with the 'Player Profile'.</li> <li>• Communicate with parents and the Academies Head of Recruitment &amp; Head of Coaching during this process.</li> <li>• Develop a link with WAFC Community scheme to ensure players within their programme get opportunity to have trials with the Academy</li> <li>• Provide feedback to recruitment staff on all trialists in the Foundation Phase (11-12) to support a decision on the release or signing of players on trial.</li> <li>• Ensure all paperwork, session plans and registers are up to date and the monitoring and review of player attendance and progress is accurate and reported back to the Head of Coaching as required.</li> <li>• Ensure all players and parents are informed of details regarding training and/or any other activities planned and appropriate risk assessments and safeguarding provisions are in place.</li> </ul>			

<ul style="list-style-type: none"> <li>• Act as a point of contact for players, parents and trialists regarding any queries on the coaching programme and activities.</li> <li>• Support the Head of Academy Coaching in providing an appropriate review and feedback process to part time coaches.</li> <li>• Log all sessions on PMA.</li> <li>• Input data where required with relation to national benchmarking &amp; effective measurement with the 'Online PMA'.</li> <li>• Deliver individual player reviews in coordination with the Education Officer every 6 weeks.</li> <li>• Attend coaches' meetings and CPD events as set by the Academy Manager and or Head of Academy Coaching.</li> </ul>		
<b>Health and safety</b>		
<ul style="list-style-type: none"> <li>• Fully endorse, demonstrate and carry out the group's health and safety policy.</li> <li>• Comply with all group policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place, and assist if required with the amending of risk assessments periodically.</li> <li>• Have a full knowledge of procedures for evacuation with regard to fire.</li> <li>• Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury.</li> </ul>		
<b>Safeguarding</b>		
<ul style="list-style-type: none"> <li>• The group is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.</li> <li>• The employee must act to protect all young people and vulnerable adults that are in their care or attending the group's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding.</li> </ul>		
<b>General</b>		
<ul style="list-style-type: none"> <li>• Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the group.</li> <li>• 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.</li> <li>• 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 group.</li> </ul>		
<b>DBS check required</b>		Yes
<b>Person specification</b>		
	<b>Essential requirements</b>	<b>Desirable requirements</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• UEFA A Licence</li> <li>• Basic First Aid for Sport Award (BFAS)</li> <li>• FA Youth Award (Modules 1, 2 and 3)</li> <li>• FA Safeguarding Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• FA Advanced Youth Award or willingness to work towards.</li> <li>• Affiliate FA Tutor Level 3 or above</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of three years coaching in an elite Academy environment.</li> <li>• Coaching within the Professional Development Phase (17-23) and</li> </ul>	

	<p>Foundation Phase (11-12) in an Elite Academy environment.</p> <ul style="list-style-type: none"> <li>• A proven track record of successfully leading and developing a team</li> </ul>	
<b>Knowledge, skills and personal qualities</b>	<ul style="list-style-type: none"> <li>• Knowledge of the latest best practice news/research in the development of players</li> <li>• Knowledge of the requirements and process for signing players (e.g. trial periods, when to sign/release).</li> <li>• Experience using the PMA system</li> <li>• Proven ability to engage, enthuse and communicate with 11-12 year olds and players within the Professional Development Phase</li> <li>• Ability to maximise participant experience</li> <li>• Motivated by a passion for quality and great service delivery</li> <li>• Ability to engage with key figures at all levels</li> <li>• Ability to successfully work in a team</li> <li>• Self-motivated with the ability to manage and prioritise workloads</li> <li>• Ability to work well under pressure</li> <li>• Flexible to meet the requirements of the management and coaching staff.</li> <li>• Willingness to learn and continuously develop</li> </ul>	

I confirm that I have read and agreed to this job description outlining the main duties of my job role.

**Job holder name:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_