JOB DESCRIPTION – ACADEMY COACH

1. JOB TITLE Academy Coach

Responsible to: Phase Lead Coach
Academy Head of Coaching

Responsible for: n/a

2. MAIN PURPOSE

To have clear responsibility for implementing the Academy coaching programme and developing players technically, tactically, physically and psycho-socially at Luton Town Football Club.

3. RESPONSIBILITIES

3.1 Specific Responsibilities

Plan, prepare and deliver coaching sessions in tandem with the Club philosophy and coaching syllabus, under the guidance of the Academy Head of Coaching and Lead Phase Coach.

Be responsible for maintenance of training / match balls, bibs, cones and all other relevant equipment as required by the Academy.

Work with match analysts to plan and prepare relevant team and individual footage.

Provide feedback to players by using video analysis.

Organise Academy players' logistics for all training sessions, fixtures, tournaments and Academy events.

Inform all players, parents and guardians of any changes or cancellations to training sessions, matches or Academy events as soon as possible.

Complete all relevant information on the PMA as directed by the Phase Lead Coach, including registers and session plans.

Construct and deliver detailed six weekly individual player progress reviews with players and any other relevant coaching staff.

Prepare and complete Player Development Review Sheets ahead of Player Development Review Meetings.

Attend and conduct Player Development Review Meetings.

Communicate and liaise regularly with the Lead Phase Coach to discuss any relevant player issue(s).

Effective and efficient multi-disciplinary communication between staff, players and parents to ensure optimal well-being and development of all players.

Report all player injuries immediately to the Club medical staff.

Recommend and recruit players for the Academy in tandem with the Academy Head of Recruitment.

Assist in the decision making process regarding the permanent registration of Academy triallists and the retention of players currently at the Club.

Attend all in-service and coaching days as directed by the Academy & Player Development Manager, Academy Head of Coaching and Phase Lead Coach.

Attend any relevant courses and qualifications as directed by the Academy & Player Development Manager or Academy Head of Coaching.

Attend all staff meetings as directed by the Academy & Player Development Manager.

Document all appropriate communication with parents and guardians of Academy players.

Liaise with the Academy Head of Coaching and Phase Lead Coach to ensure that all mandatory qualifications are up to date.

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

Act and behave in a manner appropriate of a representative of the Club, at all times.

Ensure that all players act and conduct themselves – both on and off-the-pitch – in a manner appropriate of a representative of the Club, at all times

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

Undertake all reasonable tasks assigned by the Academy & Player Development Manager, Academy Head of Coaching or Phase Lead Coach.

3.2 Health & Safety

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 players and coaches to maximise their holistic development.

4. QUALIFICATIONS & SKILLS

4.1 Essentials

a) UEFA B Licence
b) The FA Youth Award Modules 1-3
c) Member of the FA Licensed Coaches Club

d) Valid FA Safeguarding Children Certificate
e) Valid BFAS – Basic First Aid for Sport
f) Hold an enhanced DBS check
g) Full UK driving licence
h) Previous experience of coaching young players
i) Strong written and presentation skills
j) Excellent communications skills across multiple levels, with parents or guardians and players

4.2 Desirables

a) UEFA A Licence
b) The FA Advanced Youth Award
c) Futsal-specific coaching qualification
d) Sport-related undergraduate degree
e) Teaching qualification
f) Previous experience of coaching at an Academy Football Club
g) Previous playing experience at a professional level

5. PERSON SPECIFICATION

Committed, enthusiastic and passionate about the development of Academy players.

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

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

An understanding of a range of teaching / learning styles to optimise the development of young players.

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

Strong IT skills with the ability to use e-mail, Word and PMA to a high standard.

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

Dedicated to self-improvement and continuous professional development.

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.