



JOB DESCRIPTION – FOUNDATION PHASE TEAM COACH

1. JOB TITLE Foundation Phase Team Coach

Responsible to: Foundation Phase Lead Coach
Academy Head of Coaching

Responsible for: n/a

2. MAIN PURPOSE

To be responsible for implementing the Academy coaching programme and developing players technically, tactically, physically and psycho-socially in the foundation phase at Luton Town Football Club.

3. RESPONSIBILITIES

3.1 Specific Responsibilities

Plan, prepare and deliver coaching sessions in the foundation phase in tandem with the Club philosophy and coaching syllabus.

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

Complete all relevant information on the PMA as directed by the Foundation Phase Lead Coach.

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

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

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

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

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

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

Maintain honesty and integrity at all times when working with young 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, Academy Head of Coaching or Foundation Phase Lead Coach.

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 players and coaches to maximise their holistic development.

4. QUALIFICATIONS

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

4.2 Desirables

- a) UEFA A Licence
- b) The FA Advanced Youth Award (5-11)
- c) Futsal-specific Coaching Qualification
- d) MIDAS Minibus Driving Licence (D1)

5. PERSON SPECIFICATION

Committed, enthusiastic and passionate about the development of players in the foundation phase.

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.