

# JOB DESCRIPTION

<b>Job Title:</b> Casual Academy Coach	<b>Current Job Holders:</b>
<b>Department:</b> Academy	<b>Effective Date:</b> Season 2022-23
<b>Location:</b> The Brache	<b>Role Type:</b> Casual Seasonal Worker

## **JOB 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.

## **KEY 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.

### **Health & Safety:**

#### Casual Worker requirements:

- Maintain up to date knowledge of Health & Safety related guidance and processes within your role and in line with the Club's Health & Safety Policy.
- Consider the Health & Safety implications of all actions and inaction within your role.
- Support and uphold agreed standards for Health & Safety compliance, including assisting in accident, dangerous occurrence and near miss investigations within your role.
- Follow and adhere to; safe management systems and working practices in line with the Club's Health & Safety Policy.
- Ensure you have been briefed and are confident in using any equipment prior to use and seek guidance from your line manager as required.
- Regularly review risk assessments, safe working, and management systems associated with your role.
- Liaise regularly with the Club's appointed Health & Safety representatives to support and maintain compliance
- Maintain records of all Health & Safety issues within your role and area of responsibility.

## **MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION**

### **Education/Qualifications/Training:**

- **Essentials**
  - UEFA B Licence
  - The FA Youth Award Modules 1-3
  - Member of the FA Licensed Coaches Club
  - Valid FA Safeguarding Children Certificate
  - Valid EFAiF – Emergency First Aid in Football
  - Hold an enhanced DBS check
  - Full UK driving licence
  - Previous experience of coaching young players
  - Strong written and presentation skills
  - Excellent communications skills across multiple levels, with parents or guardians and players
- **Desirables**
  - Valid UEFA A Licence
  - The FA Advanced Youth Award
  - Futsal-specific coaching qualification
  - Sport-related undergraduate degree

- Teaching qualification
- Previous experience of coaching at an Academy Football Club
- Previous playing experience at a professional level

**Specific Experience:**

- Able to manage a diverse caseload, working individually and as part of a multidisciplinary team.
- 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, with absolute discretion.
- Approachable, honest and assertive in decision making whilst ensuring utmost professionalism during all Club activities.
- Able to motivate oneself and others.
- 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 and staff.
- Committed, enthusiastic and passionate about the development of Academy players.
- Dedicated to self-improvement and continuous professional development.
- Able to work on a flexible ad hoc basis
- Ability to work as part of a team as well as using one's own initiative in developing players and coaching sessions.

**Abilities/Skills/Knowledge:**

- Committed, enthusiastic and passionate about Luton Town Football Club.
- Ability to work as part of a team as well as using one's own initiative.
- Excellent interpersonal skills with a variety of different personnel at the Club.
- Willing to follow and promote the philosophy of the football club.
- Be an ambassador for Luton Town Football Club presenting the club in a positive image at all times

**Additional Information:**

- This a casual role based on a seasonal basis
- Applicants must be eligible to live and work in the UK

**SAFEGUARDING STATEMENT**

The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people or vulnerable adults, have been subject to the most stringent of recruitment practices which include Criminal Record Checks and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

## **EQUALITY STATEMENT**

The individual must at all times, carry out their duties with due regard to the Clubs policies and procedures and in particular the Club's Equality, Diversity and Inclusion Policy.

The individual 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 individual must contribute to encouraging equality and respecting diversity by embedding such values in the workplace and challenging inappropriate behaviour and processes.