Role Description

Department: Academy

Position: Foundation Phase Coach

Contract: Full-Time

Salary: Commensurate with experience

Location: Thorp Arch

Responsible to: Academy Manager

Hours: This role requires regular evening and weekend work

Role Purpose

The Foundation Phase Coach is responsible for supporting the management and delivery of all coaching and player development activity within the Foundation Phase (Under 9 to Under 12) in line with the Academy performance plan, while also providing a first-class coaching and development experience for players in an Academy age group.

Responsibilities

Leadership & Management

- Supporting the Lead Phase Coach with the planning, coordination, delivery and critical review of all coaching and player development activity in the phase
- Supporting the Lead Phase Coach to embed the Academy playing and coaching philosophy in the phase
- Supporting the Lead Phase Coach to deliver and develop the Academy coaching curriculum in the phase
- Supporting the Lead Phase Coach with the planning, coordination and delivery of the phase games programme
- Supporting the Lead Phase Coach to ensure effective communication of phase activities with all internal and external stakeholders
- Supporting the Lead Phase Coach to deliver agreed decision making, handover and transition processes for registered players and trialists
- Being an active member of the Coaching Department by helping to ensure strategic and operational objectives are delivered
- Being an active member of Academy project teams and working groups to help drive continuous improvement
- Championing all club and Academy policy through modelling best practice in areas such as safeguarding, health and safety and equality, diversity and inclusion
- Living the values of the Club and championing our culture to help deliver the Academy Performance Plan and ultimately the vision of the Academy and the Club

Coaching & Player Development Activity

- Driving the coaching process to help provide a first-class holistic development experience for the players in an age group
- Adopting and embedding the Academy playing philosophy in the age group
- Adhering to the delivery principles and standards as outlined in the Academy coaching philosophy
- Planning and delivering age appropriate coaching that delivers the objectives of the coaching curriculum
- Adapting coaching curriculum practice to meet the varying and evolving needs of individual players and the group
- Monitoring and reviewing individual player progress against curriculum objectives
- Providing a first-class games programme experience for the players in line with the coaching delivery standards at all fixtures, tournaments and tours as required
- Developing age appropriate game plans that link to coaching curriculum objectives
- Utilising video feedback and other performance analysis tools to support the development of the players
- Recording all player development activity and reviewing player performance on the Club performance management application

Multi-Disciplinary Activity and Department Integration

- Being an active participant in the Phase multidisciplinary team to help plan, monitor and project each individual players progression on the pathway
- Leading on the formulation of each players individual learning plan by ensuring holistic needs are identified, objectives are set and interventions/support is planned and then agreed with the player
- Ensuring planned interventions/support is delivered with the required multidisciplinary input and in the agreed timeframe
- Ensuring each players progress is monitored, periodically reviewed and then communicated to the player and key stakeholders in line with Academy protocol
- Collaborating with the pathways and operations department to deliver a first-class trialist experience, including delivery of transition and feedback processes
- Collaborating with the performance support department to help coordinate, integrate and deliver first-class performance support services to players in the phase
- Collaborating with the education and player care department to help coordinate and deliver first-class education and player care programmes including mental and emotional well-being and life skills curricula and personal development plans to players in the phase
- Helping to ensure the coaching inputs and aligns with tools that facilitate Academy wide collaboration on player development activities and decisions

Staff Development
- Developing and delivering a programme of department wide CPD that is relevant to the needs of the workforce, supports coaching practice in all phases and draws on interdisciplinary expertise from internal and external sources
- Driving the development of a ‘community of practice’ and a culture of development and feedback in the department
- Reviewing the effectiveness of all individual and departmental staff development programmes

Personal Development

- Being aware of innovative and emerging best practice through accessing internal and external sources of expertise to help contribute to ongoing personal development and the overall Academy programme
- Undertaking a bi-annual training needs analysis using the coach competency framework and coaching observation and feedback systems to identify individual training and development needs
- Contributing to an individualised coach development action plan that outlines both formal and informal training needs and how these will be supported/met
- Engaging in the Academy staff development programme and attending departmental CPD events
- Participating in all external CPD to ensure compliance with PL, EFL and NGB standards
- Attending First Team games as required to ensure awareness of First Team playing demands and general developments in professional football

Key Relationships

Academy Coaching Manager
Lead Foundation Phase Coach
Academy Age Group Coaches
Foundation Phase Multi-Disciplinary Team
# Person Specification

**Department:** Academy  
**Position:** Foundation Phase Coach

**Contract:** Full-Time  
**Salary:** Commensurate with experience

**Location:** Thorp Arch  
**Responsible to:** Academy Manager

**Hours:** This role requires regular evening and weekend work

## Qualifications

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>o UEFA B License</td>
<td>o UEFA A License</td>
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<tr>
<td>o FA Advanced Youth Award</td>
<td>o Academic qualifications relating to sport, teaching or child development</td>
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<td>o FA BFAS certificate</td>
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<td>o FA Safeguarding children certificate</td>
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<tr>
<td>o DBS check with children’s barred list check</td>
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<td>o UK Driving License</td>
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## Experience

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<td>o A minimum of 2 years experience coaching in a full-time capacity in an Academy</td>
<td>o Experience working in a Category 1 Academy</td>
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<td>o Experience of working with Foundation Phase players</td>
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<td>o Experience of working in a multi-disciplinary team to support player development</td>
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## Knowledge, Skills & Characteristics

**Knowledge**
- Understands the current Academy system and professional football culture and landscape
- Possesses an applied knowledge of EPPP standards and working practices
- Understands the biological, psychological and social characteristics and needs/wants of the players at each stage of the pathway
- Understands how a long-term, holistic development programme is structured
- Understands the key transitions faced by players at each stage of the pathway
- Understands the function of each facet in a multi-disciplinary team in an Academy
- Possesses a demonstrable knowledge of health and safety policy and best practice
- Possesses a demonstrable knowledge of safeguarding policy and best practice
- Possesses a strong awareness of equality, diversity and inclusion

**Skills**
- Creates positive learning environments
- Plans and delivers challenging, age appropriate coaching activities that are realistic to the demands of the game
- Identifies and responds to the needs of the players by adapting their coaching practice accordingly
- Uses accurate and age appropriate technical and tactical content
- Identifies and manages positive and negative play effectively
- Demonstrates a range of coaching interventions
- Communicates using a variety of methods and using an age appropriate vocabulary
- Able to justify and reflect on their coaching practice and beliefs
- Builds positive relationships with the players, staff and all stakeholders
- Demonstrates outstanding listening, verbal and written communication skills
- Competent with modern technologies that support the performance of their duties
- Competent user of the performance management application (PMA)

Characteristics
- Inspires others and is a positive role model
- Is personable and able to connect and build relationships with others easily
- Demands high standards and has an attention to detail
- Shares the vision and values of the Academy and is motivated to achieve its objectives
- Aligns with the Academy playing and coaching philosophy
- Takes a long-term view of player development and align with the Academy approach to winning
- Possesses a passion for talent development and are motivated to work with young players
- Able to work in a high-profile environment with regular media coverage and public interest
- Is responsible and acts in the best interests of the Academy
- Is open minded, innovative and willing to explore new ideas/concepts
- Enjoys facing challenges and have the resilience and resourcefulness to see complex tasks through
- Is proactive and able to identify and mitigate risks
- Is a collaborator and relishes the opportunity to work alongside others to overcome challenges and achieve goals
- Willing to share their knowledge experience as part of a community of practice
- Able to work with players, staff and other stakeholders of varying ages, experience, backgrounds and cultures
- Committed to personal development and continuous improvement
- Possesses a strong work ethic and are motivated to be the best they can be
- Able to promote the positive image of the Academy and the Club