



Job Title:	Lead Foundation Phase Coach	Reports to:	Head of Coaching & Player Pathways, Academy Manager
Based at:	Academy Training Facility		
Department:	Academy		
Job Purpose:			
Develop and maintain an elite environment including provision of high quality coaching for the progression and development of Foundation Phase players, promoting the Academy Philosophy, Vision and Culture/ Values at all times.			
Jobs reporting into the job holder:		Casual Academy Coaches (FP)	

Key responsibilities and duties:
<p>Conduct & Expectancies:</p> <ul style="list-style-type: none"> • To act in a manner appropriate to a representative of Wigan Athletic FC. • To ensure that all players, in their charge, also act in an appropriate fashion • Promote the Academy & Clubs 'Football Culture & Philosophy' • To enforce the player and parent code of conduct • Enthuse and communicate with U9-U12 year olds • Manage & enforce the required standards of all players in relation to the Academy rules & regulations <p>Specifically to:</p> <ul style="list-style-type: none"> • Plan, attend and deliver/supervise all coaching sessions as stipulated by the Head of Coaching and Player Pathways • Line manage casual academy coaches to deliver Foundation Phase macro-cycle in order to help young player U9-12 reach their maximal potential. • Be the point of contact for all registered players U9-12. Manage Whatsapp groups, FIP and general communications. • Plan sessions with a focus on 1v1 work, in an appropriate area size to promote and develop physical qualities. • Promote a comprehensive learning syllabus. • Set and maintain a challenging and rewarding environment for young athletes to thrive in – management of support staff to achieve this • Schedule coaches to ensure all sessions and fixtures are relevantly staffed. • To plan and implement a technical programme of skills coaching and events for all the Academy players across U9-U12 age groups • To liaise with HoR and HoCPP on triallists and pre-academy registrations. • To liaise with YDP Lead coach on two year retainment of U12 into U13/14 age groups. • Review all players progress on FIP after each six week block • To record and manage game minutes, finding appropriate games for certain players to play up.

- To find ways of promoting a multi-formatted approach to acquiring game time for players, while providing appropriate challenges
- Identify & Implement long term, Medium term and short term goals for each individual U9-U12 at the Academy through a planned Individual Learning Programme and associated sessions/clinics alongside Head of Coaching and Player Pathways (collaboration).

Talent ID:

- Assesses the development of the players and liaise with HoR regarding group needs.
- Develop and maintain relationships with recruitment to ensure a high yield on collaborative approach to registering a player.
- Provides weekly feedback on triallists via whatsapp group. Also, links in with casual staff to form clearest opinion.
- Communicates with parents and the Academies Head of Recruitment & Head of Coaching during this process.
- Develop a link with WAFC Community scheme to ensure players within their programme get opportunity to have trials with the Academy

Administration:

- Arrange and Chair phase specific coaches meetings per block
- Ensures 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.
- Ensures 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.

Safeguarding:

- Wigan Athletic Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore all convictions including spent convictions that have not been subject to filtering by the DBS should be declared.

Health and Safety:

- Fully endorse, demonstrate and carry out the company health and safety policy.
- Comply with all Company policies and statutory regulations.
- Have a full knowledge of procedures for evacuation with regard to fire.

General:

- To be fully co-operative to colleagues requiring assistance and to be flexible when assisting them in response to business needs of the company.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending the company's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding.
- 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 relations amongst employees and customers.

- 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 company.

Person Specification		
	Essential Requirements	Desirable Requirements
Qualifications	<ul style="list-style-type: none"> • UEFA B Licence • FA Advanced Youth Award (Foundation Phase) • FA Emergency First Aid in Football (EFAiF as required by the F.A). 	<ul style="list-style-type: none"> • UEFA A Licence
Experience	<ul style="list-style-type: none"> • Demonstrable experience of providing appropriate coaching and self-help tools in a sports environment to improve performance and achieve success. • A proven track record of successfully managing and developing a team 	
Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of the latest best practice in the development of players • Commitment to continuing professional development. • Knowledge of the requirements and process for signing players (e.g. trial periods, when to sign/release). 	
Personal Qualities	<ul style="list-style-type: none"> • Proven ability to engage, enthuse and communicate with 9 -12 year olds • Ability to maximise customer experience. • Motivated by a passion for quality and great service delivery. • Ability to engage with key customers at all levels. • Ability to successfully work in a team. • Enthusiastic. • Committed to learn and continuously develop. • Self-motivated with the ability to manage and prioritise workloads • Assertive, calm with the ability to work well under pressure. • Flexible to meet the requirements of the management and coaching staff. 	