



## Job Description: Early Excellence Unit (EEU) Lead

<b>Job title:</b>	Early Excellence Unit Lead Teacher
<b>Location:</b>	Holy Trinity C of E Primary School
<b>Grade:</b>	L1
<b>Reports to:</b>	Headteacher
<b>Supervisory responsibility:</b>	The post holder will be responsible for leading and managing the nursery, EYFS and KS1 classes and teaching 0.8 FTE in Reception class.

This job description adheres to the conditions laid down in the School Teacher's Pay and Conditions document and for Church schools the Diocesan guidelines. In addition to this, teachers undertake to develop children using their understanding and knowledge of their professional qualifications, skills, qualities and where appropriate their faith.

All members of the team employed by the Academies for Character and Excellence support and promote the Trusts' mission, values and ethos.

### **Purpose of the Role – Challenge, Support, Innovate**

The Early Excellence Lead will be responsible for implementing an innovative, progressive and highly effective ACE curriculum for Nursery, EYFS and KS1. It is essential that the EEU Leader will be able to model excellence in their own classroom.

In the role, the Leader will focus on improving pedagogy and provision in the EEU. The Leader will also drive improvements in continuous provision and the use of our beautiful outdoor learning environments in all classes to promote academic progress, social development, and emotional well-being. The role, with support, involves developing the nursery from term time only provision to all year round. The role also includes 0.8 FTE teaching commitment and there is a dedicated HLTA to provide support and cover when required.

## Key Responsibilities

To carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions document and the DfES Teachers' Standards Framework, including:

### **Curriculum Development and Pedagogy**

- Contribute to the implementation of a tailored ACE curriculum for the EEU (Academic achievement; Character Development; Learning to Learn)
- Plan and deliver well-structured teaching and learning that meets pupils' needs in line with the ACE curriculum outcomes
- Develop a clear understanding of the specific needs of all pupils in the EEU, and be able to use and evaluate teaching approaches to engage and support them
- Design and adapt teaching strategies and learning materials to enable pupils to access curriculum learning effectively
- Actively promote and support high expectations for all pupils in the unit terms of progress and achievements to meet the six ACE curriculum outcomes.

### **Classroom and Behaviour Management**

- Establish and foster a safe, purposeful and structured learning environment that enables all pupils to thrive
- Have high expectations of pupils' behaviour, promoting self-control and independence (with support as necessary)
- Support positive behaviour by managing pupils effectively using approaches that are appropriate to their needs
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour expected of pupils and staff alike
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocols/procedures.

### **Assessment and Reporting**

- Conduct ongoing assessment to track pupil progress and inform future planning
- Develop, implement and review individual learning plans (ILPs) tailored to pupils' developmental and academic needs
- Provide clear, detailed feedback to parents/carers regarding pupil achievement and development
- Maintain accurate records and contribute to annual review processes and Education, Health, and Care Plans (EHCPs).

### **Pastoral Care and Support**

- Actively support pupils' social and emotional well-being, promoting independence and resilience (character outcomes)
- Act as a key point of contact for families, building strong and effective home-school partnerships
- Liaise with parents, carers, and external agencies to support a holistic approach to pupil development.

## **Academies for Character and Excellence**

*Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation*

## **Teamwork and Collaboration**

- Develop effective working relationships with the Headteacher, SENDCo and other staff to support the effective management of the EEU and wider school
- Collaborate with specialist professionals, such as early years advisors, speech and language therapists and educational psychologists, to support pupils effectively
- Contribute to the professional development of support staff working within the unit
- Work with other teachers collaboratively across the Trust in order to improve standards and cross-fertilisation of ideas and initiatives
- Contribute to Trust Improvement Groups (TIGS)
- Make a positive contribution to the wider life and ethos of the school
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## **Managing own performance and development**

- Take responsibility for own professional development
- Reflect systematically on the effectiveness of teaching and learning
- Prioritise and manage own time effectively
- Work under pressure and to deadlines
- Use effective ICT skills for teaching, learning and management