



TLR Job Description

Job Title:	TLR for EYFS		
Salary:	Teacher Main Pay Scale + TLR (3391)	Hours:	32.5
Contract Type:	Temporary		
Reporting to:	Headteacher		

Main Purpose:

Take specific responsibility and accountability for the day to day management and organisation of Early Years Foundation Stage. Line manage and appraise identified staff
Be an excellent classroom practitioner. Have an impact on educational progress beyond your assigned pupils.

Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Head of School and Deputy Head of School.

In addition, carrying out the duties of a class teacher as outlined in the current School Teachers' Pay and Conditions Document, the post holder receives a TLR with the duties set out below.

Duties and responsibilities

Leadership and Management

1	Support and implement the vision and ethos of the school
2	Contribute to, implement and evaluate the success of School Development Plan relevant to Early Years Foundation Stage
3	Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
4	Ensure policies are translated into practice by the team and that you bring to the attention of LT any which may need revisions or amendments
5	Together with LT, lead on the school self evaluation process for your Early Years Foundation Stage including lesson observations, monitoring of school standards and bringing about improvement
6	As appropriate contribute to the writing of self-evaluation and policy documents
7	Promote cross curricular approaches to teaching and learning
8	Be a proactive and effective member of the middle leadership team
9	Be an effective role model for your team in terms of teaching, behaviour and classroom management

Teaching and Learning responsibility

1	Lead across Early Years Foundation Stage
2	Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
3	Lead regular meetings relevant to your TLR area with appropriate colleagues

4	Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.
Monitoring and assessment	
1	Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
2	Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium term planning
Manage resources	
1	Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your TLR area of responsibility
2	Manage, monitor and accurately account for any budget for your area.
3	Evaluate, organise and monitor the use of resources
Staff Development	
1	Act as a reviewer with the arrangements for the appraisal of all identified staff
2	Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
3	Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
4	Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

Employee responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Ensure all tasks are carried out with regard to Health and Safety
- Adhere to the overall ethos/work/aims of the school:
 - Promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- To act at all times in a manner appropriate to the seniority of the post.

Supervision received



Supervising officer's job title:	
Level of Supervision:	<ol style="list-style-type: none"> 1. Regularly supervised with work checked by supervisor 2. Left to work within established subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives

Supervision given			
Post title:			
Grade:		No of posts:	

Notes:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher / Head of School.

This job description may be amended at any time in consultation with the postholder.

Signed: _____

Name: _____

Date: _____



Person Specification

Criteria	Qualities	Method of assessment
Qualifications	Qualified Teacher Status or recognised equivalent	AF / C
	GCSE English and Maths (grades A*-C) or equivalent	AF / C
Experience	Experience of teaching across a variety of age range relevant to the post	AF / I
	Recent experience of successfully co-ordinating or leading a curriculum area	AF / I
Skills and knowledge	An ability to fulfill all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF / I
	A clear understanding of the essential qualities necessary for improving the quality of learning and teaching.	AF / I
	In depth knowledge of the curriculum/area as relevant to the TLR role being applied for.	I
	Up to date knowledge of statutory regulations and guidance relating to the post.	I
	Demonstrate consistently high quality teaching strategies.	I
	Support and motivate both colleagues and pupils by leading through example	I
	Communicate effectively to a wide range of audiences (verbal, written, using ICT as appropriate).	I
	Manage a team to successfully achieve agreed goals.	I
	Develop and deliver effective professional development for staff as appropriate.	I
	Be an effective team player who works collaboratively and effectively with others.	I
	Analyse data to evaluate this TLR area for the performance and achievement of pupil groups, pupil progress and be able to plan appropriate course/s of action for improvement.	I
	Contribute effectively to the work of the headteacher and the senior leadership team.	I
	Deal successfully with situations that may include difficult situations and conflict resolution	I
	Personal qualities	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school		I
Ability to work under pressure and prioritise effectively		I
Commitment to maintaining confidentiality at all times		I
Commitment to safeguarding and welfare of pupils, and equality		AF / I
Deals with difficult situations effectively		I
Embraces change well		I
DBS Clearance		

AF – Application form

C – Certificate

I – Interview



T – Test or exercise
P - Presentation

