



Job Description for TLR2b / Early Years Leader

Job Title: EYFS Leader

Responsibilities in addition to daily Classteacher duties: To be responsible for the leadership and management of the Early Years Phase of School

Salary: Teacher Salary (as appropriate to the individual career stage) + TLR2b

Responsible to: Headteacher

Line Management: Headteacher

Section from School Teachers' Pay & Conditions Document

21.1) A TLR is awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of their staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable

21.3 A TLR teacher's duties must include a significant responsibility that is not required of all classroom teachers and that:

- is focused on teaching and learning
- requires the exercise of a teacher's professional skills and judgement
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff

At Peel Park Primary, we endeavour to maintain good work-life balance for our staff. Therefore, where possible, Leadership Time will be provided to assist staff in the completion of their TLR responsibilities, particularly where lesson observations are a necessity. However, staff should note that there is an expectation for them to fulfil their job description with or without this additional time.

Main Purpose of the Job

- To be an outstanding classroom practitioner and be a model for the demonstration and application of all school policies and procedures
- To ensure a high standard of provision for all pupils within the designated phase of school together with the support of the Leadership Team
- To line manage and performance manage identified staff
- To support the professional development of all staff within the Phase, where appropriate
- To be responsible for the overall pastoral care of pupils in your Phase, supporting class teachers to deal with incidents of behaviour and well being of pupils and communicating with parents as appropriate
- Actively participate in whole school self evaluation and school improvement planning
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

In addition carrying out the duties of a class teacher as outlined in the *School Teachers' Pay and Conditions Document*, the phase leader will be expected to carry out the following :

Leadership and management role

- Be a member of the wider leadership team and attend team meetings
- Contribute to the vision and ethos of the school
- Liaise with colleagues to contribute, implement and evaluate the success of the school improvement plan
- To be an effective role model for your team in terms of teaching, behaviour management and classroom management
- To ensure that the work of the team is inclusive and issues are addressed in curriculum and pastoral management
- Line-manage and lead a phase team
 - reviewing pupil progress through the analysis of data and ensuring the use of this information for planning and target setting across your phase
 - ensuring completion and transfer of records and implementation of all policies
 - ensuring differentiation and personalised learning goals are set for pupils (together with the SLT)
 - monitoring the quality of learning and teaching with responsibility for improved pupil outcomes including lesson observations
- To ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
- To act as a mentor for new staff and visitors when required
- Managing the transition of pupils to and within the phase

Curriculum responsibility

- Have a general responsibility for the development of a school approach to your subject/ school improvement area including the use of ICT
- Lead and develop your subject/ school improvement area throughout the school – this includes co-ordinating the formulation of written guidelines, resources and the information for staff, parents and governors to develop best practice
- Monitor, review and evaluate your subject/ school improvement area to ensure that it is being effectively delivered throughout the school
- Develop and maintain a whole school approach to your subject/ school improvement area and its recording and assessment including the use of tests, to ensure equal access for all pupils
- Provide the Headteacher and/or other relevant staff with relevant subject, curriculum area or pupil performance information
- Be accountable to the Headteacher for all delegated curriculum and management tasks.

Administrative tasks

- Manage, monitor and account for any budget for your area.
- Organise and monitor the use of resources
- Be responsible for the organisation, planning and evaluation of the school programmes for your subjects
- Be responsible for the organisation of all assessment tasks within your phase

Staff development

- Act as a reviewer with the arrangements for the performance management of all identified staff
- Lead and participate in staff training and development opportunities as appropriate and lead your phase staff to promote and ensure a whole school approach
- Act as a mentor or coach to colleagues and encourage collaboration, co-operation and teamwork
- Keep abreast of current developments in your areas of responsibility and disseminate information as appropriate

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder	_____	Date	____/____/____
Signature of Headteacher	_____	Date	____/____/____