



# THE PASSMORES CO-OPERATIVE LEARNING COMMUNITY

## Job Description

**Title: EYFS Lead (TLR)**

**Line Manager: Headteacher / Senior Leadership Team**

**Performance Management Reviewer: Headteacher / Senior Leadership Team**

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### **Key responsibilities:**

- Take specific responsibility and accountability for the day to day management and organisation of your TLR responsibility area
- Be an excellent classroom practitioner
- Have an impact on educational progress beyond your assigned pupils
- Line manage and appraise identified staff
- 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 headteacher, deputy and assistant headteachers

### **Duties and responsibilities:**

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 for EYFS.

### **Leadership and management**

- Support and implement the vision and ethos of the school
- Contribute to, implement, evaluate and report on the success of School Development Plan relevant to your TLR area
- Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
- 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
- Together with SLT, lead on the school self evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
- As appropriate contribute to the writing of self-evaluation and policy documents
- Manage effectively the transition of pupils to and from your phase and within it

- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the senior/middle leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management

### **Teaching and learning responsibility**

- Lead a core subject/phase/school priority (across the whole school)
- Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings relevant to your TLR area with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range.

### **Monitoring and assessment**

- 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
- Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium-term planning

### **Manage resources**

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your TLR area of responsibility
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

### **Staff development**

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- 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
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

### **Other**

- 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 headteacher, deputy and assistant headteachers

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with:** Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

### **Health and Safety**

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

### **Pastoral System**

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

## **Other specific duties**

1. To play an active part in the life of the school community

## **Well Being and Mental Health**

As a member of staff at PCLC, we take responsibility for looking after your own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and well-being for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their well-being and development
- Managing our own health and well-being, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or well-being of ourselves or of others
- Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

***The job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and the job title***

**Vic Goddard  
CEO  
April 2026**

## **Teaching and learning Responsibility (TLR) Person Specification**

### **Qualifications**

1. Qualified teacher status or recognised equivalent (application form).

### **Experience – show evidence of**

2. Experience of teaching across a variety of age ranges relevant to the post.
3. Recent experience of successfully co-ordinating or leading a curriculum area.

### **Professional knowledge**

4. A clear understanding of the essential qualities necessary for improving the quality of learning and teaching.
5. In depth knowledge of the curriculum/area as relevant to the TLR role being applied for.
6. Up to date knowledge of statutory regulations and guidance relating to the post.

### **Professional skills**

Can demonstrate the ability to:

7. Demonstrate consistently high quality teaching strategies.
8. Support and motivate both colleagues and pupils by leading through example.
9. Communicate effectively to a wide range of audiences (verbal, written, using ICT as appropriate).
10. Manage a team to successfully achieve agreed goals.
11. Develop and deliver effective professional development for staff as appropriate.
12. Be an effective team player who works collaboratively and effectively with others.
13. 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.
14. Contribute effectively to the work of the headteacher and the senior leadership team.
15. Deal successfully with situations that may include difficult situations and conflict resolution.

### **Commitment**

16. Demonstrate a commitment to:
  - a. equalities
  - b. promoting the school's vision and ethos
  - c. high quality, stimulating learning environment
  - d. relating positively to and showing respect for all members of the school and wider community
  - e. ongoing relevant professional self-development
  - f. safeguarding and child protection