

TLR Job Description



Criteria (To be read alongside Class Teacher Job Description)

NAME:	GRADE: TLR 2a, 2b, 3
RESPONSIBLE TO: Headteacher	

Rationale

A TLR payment may be awarded to a Classroom Teacher for undertaking a **sustained additional responsibility**, for the purpose of ensuring the continued delivery of high-quality teaching and learning for which the teacher is made accountable.

The School has recognised the need to differentiate between the different levels of a TLR as follows:

TLR3	£600-£2975*
TLR2a	£3017-£6000
TLR2b	£6001 - £7368

* The duration of the fixed-term must be established at the outset and payment should be made **monthly** for the duration of the fixed-term.

Main duties/responsibilities in relation to the TLR (this is in addition to the post holder Job Description)

General A TLR holder...
<ul style="list-style-type: none"> • Supports and implements the vision and ethos of the school and Trust. • Has a significant responsibility that is not required of all classroom teachers. • Has a significant responsibility focused on teaching and learning. • Has an impact on the educational progress of pupils other than their assigned class/group of pupils. • Is an excellent classroom practitioner. • Acts as an exceptional role model for pupils and other staff through personal and professional conduct. • Promotes collaboration and works effectively as a team member. • Keeps up to date with current developments within the TLR area and disseminates information as appropriate. • Manages, monitors, and accurately accounts for any budget within TLR area of responsibility. • Together with the Senior Leadership Team, contributes, monitors, and reviews the impact of teaching and pupil progress using a range of sources and uses the information for planning across TLR responsibility.
Specific requirements for a TLR 3 post holder in addition to the general requirements for all TLR post holders...
<ul style="list-style-type: none"> • Has responsibility for completing a time limited school improvement project and produce impact reports on a timely basis for SLT/ Governors. • Leads meetings and CPD relevant to TLR area with appropriate colleagues.

Specific requirements for a TLR 2a post holder in addition to the general requirements for all TLR post holders (building on TLR3 requirements)...

- Has a significant responsibility in **developing and enhancing** the teaching practice of other staff members, including coaching and mentoring.
- Leads, manages, and develops a significant curriculum area, including pupil development across the school.
- Has responsibility for monitoring standards as relevant to TLR.
- Has responsibility for the organisation, planning and evaluation of school programmes as relevant to TLR area of responsibility.
- Assist in the smooth running of the school at all times.

Specific requirements for a TLR 2b post holder in addition to the general requirements for all TLR post holders (building on TLR3 and TLR2a requirements)...

- Has a significant responsibility in **leading** the teaching practice of other staff across a key stage/phase.
- Effectively manages the transition of pupils to and from their phase and within it.
- Acts as a reviewer with the arrangements for the appraisal of staff members as requested.
- Is a proactive and effective member of the Senior Leadership Team.

This criteria is to be performed in accordance with the post holder's job description and the provisions of the current School Teachers Pay and Conditions Document. The performance of these duties is under the reasonable direction of the Head Teacher and Senior Leadership Team.

Teachers are expected to meet the Core Standards as set out in the Professional Standards for Teachers, 2012.

The Post holder's duties must be carried out in compliance with the school's Safeguarding policies, Equality policies, Information Security policies, Financial Regulations, Health & Safety at Work Act and all other school policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.

The post holder must always comply with the school's code of conduct.

Date Job Description Revised: October 2022	By whom: N J Parker-Watts
---	----------------------------------

Name: _____ (please print)

Signed: _____ (employee) Date: _____

Name: _____ (please print)

Signed: _____ (manager) Date: _____