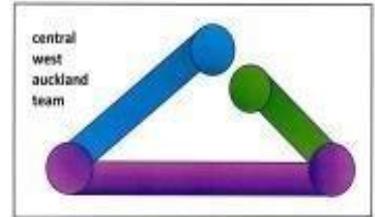


Application Form for RTLB position in Cluster 6



Resource Teacher: Learning and Behaviour

Personal Details

Given Name: _____
 (First name) (Surname)

Are you known by any other name? _____

Address: _____

Telephone number (Work) _____ (Private): _____

Date of birth: _____ E-mail: _____

Names and addresses of two referees.

| | |
|--|--|
| Name: | Name: |
| Address: | Address: |
| Phone Mob: | Phone Mobile: |
| Capacity in which you have known this referee: | Capacity in which you have known this referee: |

I consent to the school seeking verbal or written information about me from representatives of my previous employers and/or referees and authorise the information sort to be released.

Yes/No

If yes, Signature _____ Date _____

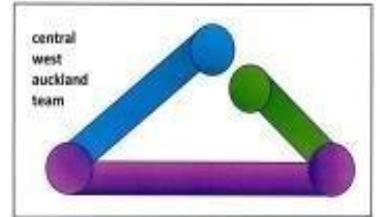
Current Position

School _____

Salary scale _____

Application Package

Position: Resource Teacher Learning and Behaviour



Resource Teacher: Learning and Behaviour

Applicants should receive:

- An application form
- A job description
- A person specification
- A professional development (RTLB University Training) outline

When applying for the position you should ensure that:

- The application is submitted as soon as possible.
- As well as the application form you should supply a C.V.
- The name of two referees who may be contacted (telephone).

Please email the application to:

Sarah Moncur

reception@arahoe.school.nz

09 827 2710

Closing date: Wednesday 16th October, 2019

Previous Teaching Experience

| Position | School | Class Level | Length of tenure |
|----------|--------|-------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Continue on separate sheet if necessary

Current Registration number (if applicable): _____

Expiry date: _____

Formal qualifications:

| |
|--|
| |
|--|

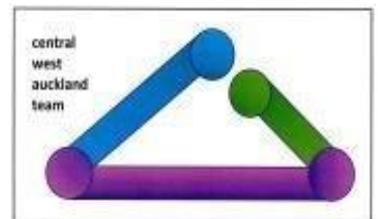
General Information

Please write a letter of application to accompany this form and your Curriculum Vitae.

If your application is accepted, when could you commence employment?

Have you ever been convicted of any offence against the Law (apart from minor traffic conditions), or otherwise know of any reason why you should not be employed to work in the school environment?

If so, please provide the date and details of the offence, or other reason, together with any other comments you may wish to make.



Resource Teacher: Learning and Behaviour

Declaration

I _____ (Full Name) declare that to the best of my knowledge the information given in this application and in my C.V. is true and correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment will be terminated.

Signed _____ Date _____

Job Description:

The Resource Teacher: Learning and Behaviour (RTLB) is a member of the team of RTLBs employed by the board of Trustees of the Arahoe Primary School, on behalf of the cluster principals.

The objective of the service provided by the RTLB is to enable more students to achieve to their potential and make a positive contribution to society. To achieve this, we see the successful applicants working a flexible, 40 hour week based on the Primary Teachers' Collective Employment.

RTLB are experienced Kaiako/teachers trained to support the needs of students whose achievement in learning and behaviour is not fully being realized, and their kura/schools and Kaiako/teachers.

The RTLB position is a full-time itinerating role.

Responsibilities:

1. Compliance with RTLB practice
 - Focus on positive outcomes for students
 - Provide a consistent professional standard of evidence-based practice
 - Follow the intervention sequence:
 - Referral
 - Initial meeting
 - Data gathering
 - Analysis
 - Goal Setting
 - Planning
 - Intervention/ Implementation
 - Monitoring
 - Post data gathering/ follow up
 - Reflection, review and closure
2. Collaboration
 - Engage in a collaborative, consultative process in partnership with the student(s), Kaiako/teachers, parents/whanau/family, and other relevant agencies.
 - Work with special education to provide a seamless continuum of flexible service for students.
3. Reporting
 - Case records include evidence of the outcomes of RTLB interventions
 - Ensure reporting clearly identifies Maori and Pasifika
 - Have a robust data gathering, planning and reporting cycle.

4. Professional development

- Attain the RTLB qualification, the Post Graduate Diploma of specialist Teaching endorsed in Learning and Behaviour, within three years of appointment to first RTLB position.
- Participate in on-going professional learning aligned to the cluster strategic plan
- To ensure the RTLB team is able to provide services effectively within Maori medium settings
- To ensure in mainstream settings that the needs of Maori students and the needs of Pasifika students are effectively provided for

5. Relationships

- Value collegial support
- Understand that iwi/whanau have a strong interest in the achievement of all Maori students and develop effective relationships with iwi/whanau so that effective advice and information is shared.
- Provide mentoring and coaching when needed
- Maintain professional, trusting, respectful relationships at all levels.
- Collaborate with Kaiako/teachers, parents/whanau and relevant community organisations.
- Communicate with clarity and openness.

6. Cluster requirements:

- Be accountable to the Cluster Manager
- Be a contributing member of the Cluster 6 team
- Work in accordance with the policies, procedures and model of service delivery of Cluster 6

7. An RTLB role does not include undertaking individual kura/school-based work such as:

- Teaching a particular subject or course
- Being a remedial tutor
- Working as a teacher-aide or reliever
- Taking responsibility for a special class or unit
- Carrying out routing kura/school
- Providing a counselling, social work or truancy service
- Managing a crisis/traumatic incident
- Being a tutor kaiako/teacher to beginning Kaiako/teachers

Key Tasks:

The key tasks of Resource Teacher: Learning and Behaviour are to:

- Work as a member of the Cluster 6 Team, to maintain and refine operational procedures consistent with the agreed policies of the Cluster Advisory Group and the needs of the schools within the cluster.
- Work flexibly among a designated number of schools, or in a single school, as agreed to by the Cluster Manager.
- Provide support to schools in both systemic work as well as in case management.
- Report regularly to the Cluster Manager, the Cluster Advisory Group the Lead School Principal detailing work undertaken so that the Board of Trustees of the lead school can be assured it is fulfilling its responsibilities under the Memorandum of Attachment.
- Submit an annual written report in the form provided by the Ministry of Education to the Cluster Advisory Group that describes and provides statistical analysis of work undertaken throughout the year.
- Work in conjunction with any special needs committees' operating in schools.
- Provide advice, and in collaboration with class teachers, plan intervention programmes designed to manage the behaviour and/ or address the learning difficulties of a whole class, a group, or of individual students.
- Where appropriate, work with individual students and/ or groups of students, their teachers, and their parents.
- A Resource Teacher: Learning and Behaviour may carry out additional tasks when the Cluster Manager can be assured that the teacher has sufficient training and expertise to undertake them safely and competently.
- The additional tasks, at the direction of the Cluster Manager, may include:
 - Provision of in-service training on relevant topics for school staff within the cluster schools.
 - In conjunction with classroom teachers, working with parents/ whanau and/ or other agencies to facilitate the educational achievement of students with whom the Resource Teacher: Learning and Behaviour is involved in a guidance and support programme.

Person Specification:

The successful applicant should have:

- A current teacher practicing certificate.
- A minimum of three years' successful classroom teaching experience.
- Empathy with students who have learning and/ or behaviour difficulties (Y1-13).
- Sound knowledge of ***The New Zealand Curriculum Framework***.
- A high level of consultative and collaborative skills.
- Assessment skills in the learning and behaviour area.
- A commitment to biculturalism and have an understanding of, and be willing and able to work in ways which accord with the Treaty of Waitangi.
- Ability to meet the needs of students from different cultures, and the capacity to provide services that are culturally appropriate.
- Ability to identify, implement and evaluate a range of educational and management approaches to meet students' and teachers' needs.
- Strong interpersonal communication skills to allow for full and comprehensive consultation and effective teacher support.
- Ability to liaise and work with professionals from other agencies.
- Capability to undertake and benefit from required professional development.
- Ability to work with staff, families/ whanau and other agencies in the designated cluster of schools and provide professional support for them.
- Ability to work with other team members within the Cluster 6 Team in sharing knowledge, resources and providing collegial support.

And

- A current driver's licence and be prepared to use own vehicle and be reimbursed for travel among cluster schools.

It is desirable that the applicant:

- Has a sense of humour
- Be flexible
- Be enthusiastic
- Be dedicated to the profession
- Be innovative

Professional Development (University Training):

- Training course specifically developed to meet professional needs of RTLBs. Provided through University Consortium – Massey/ Canterbury.
- Courses delivered in blocks.
- Training involves four papers.
- The qualification is the Post Graduate Diploma of Specialist Teaching (Learning and Behaviour).
- Training will take place over two years.
- All RTLBs will be required to undertake the training.