



RTL B CLUSTER 36 – LEESTON SCHOOL



Selwyn Street
Leeston 7632
Canterbury

17 May 2019

Dear Applicant,

Thank you for your interest in the Resource Teacher Learning and Behaviour (RTL B) position in Cluster 36. The Leeston Board of Trustees are committed to making a positive difference for all learners. This is an opportunity to work in a supportive environment and to be part of a professional team. Cluster 36 covers a wide geographic area and has 60 schools spread throughout Selwyn, Darfield, Banks Peninsula, Ashburton and Mid Canterbury. The successful applicant will be hosted at Lemonwood Grove School in Rolleston. The position is available from the beginning of Term 3, 2019.

RTL B training is mandatory for teachers who do not already hold the RTL B qualification. This is a Post Graduate Diploma in Specialist Teaching, endorsed in Learning and Behaviour and the qualification must be completed within 4 months of appointment to the position.

For further information on the scope of work of the RTL B please visit <http://rtlb.tki.org.nz>.

This position is not suitable for a beginning teacher. Experienced teachers should have full NZ teacher registration as well as a current practising certificate. Your application should outline your particular area of interest, skills and experience in meeting the needs of students with additional needs in an inclusive learning environment.

Your written application should include a covering letter, curriculum vitae and the handwritten application form. Please provide scanned copies of your teaching degree, teacher registration certificate and your current driver's license. Should you be short-listed for an interview, you are required to bring the original documents to the interview.

Applications close: 7 June 4pm

Interviews of Short Listed applicants: 11 - 14 June

Please find attached:

- RTL B Job Description
- Application form – to be completed in your own handwriting
- A map and the list of schools and Kahui Ako in Cluster 36

Applications close June 10 at 4pm.

Please email your application as one pdf to: sue.deruiter@rtlb36.school.nz

If we require any further documentation you will be notified in due course. Please contact me if you require further information or have any queries. We look forward to receiving your application.

Lynda Taylor
Lead School Principal
RTL B Cluster 36

RESOURCE TEACHER: LEARNING AND BEHAVIOUR – CLUSTER 36 EMPLOYER SCHOOL: LEESTON CONSOLIDATED SCHOOL

JOB DESCRIPTION

The RTLB will be accountable to the board of the employer school through the Cluster Manager. RTLB practice is focused on teaching and learning in accordance with the New Zealand Curriculum.

Within the scope of RTLB practice is building teacher and school inclusive practice capability to find solutions that support Years 0-10 students overcome substantial barriers to learning.

RTLB practice responds to school initiated requests for support and to current Ministry of Education priorities as outlined in the Funding Agreement between the lead school and the Ministry.

The scope of RTLB practice includes:

- Individual students
- Groups of students
- Individual schools
- Groups of schools including Kahui Ako
- Inclusive practice professional learning for teachers
- Support for students in transition
- Gateway assessments
- Bilingual assessments
- Supporting secondary schools' applications for Special Assessment Conditions (SAC)
- Positive Behaviour for Learning – Incredible Years Teacher (IYT)
- Positive Behaviour for Learning - School Wide
- Children's Teams

In the course of school liaison and casework, RTLB support schools with applications to other specialists and initiatives. To ensure a seamless provision of support to schools, RTLB and Ministry of Education Learning Support staff work together in partnership.

RTLB have a professional obligation to develop and maintain professional relationships with a diverse range of learners, whanau/parents, caregivers, teachers, schools and other agencies.

RTLB maintain close relationships with cluster schools and learning support teachers through liaison with schools. RTLB are culturally responsive practitioners. They strengthen connections with communities, marae, hapu and iwi.

RTLB maintain fidelity to the Practice Sequence, adhere to the Principles of Practice, and build teacher and school confidence, knowledge and skills as outlined in the RTLB Toolkit.

Key Tasks

The key tasks of a RTLB are to:

- Work flexibly within a designated cluster of schools
- Undertake operational procedures consistent with the agreed policies and procedures of the cluster
- Receive and process requests for support (referrals), as described in the cluster referral process
- Work collaboratively, within an ecological model, with class teachers, relevant staff and MOE Learning Support to manage the behaviour and /or address the learning difficulties of a school system, a whole class, a group of students or an individual students and
 - Identify needs
 - Set goals
 - Implement intervention/s
 - Monitor progress and assist teachers to adapt or implement programmes
 - Review
 - Record outcomes

- Support teachers with assessment, analysis and evaluation
- Support schools to refer students to other services when additional specialist advice or behaviour support is required
- Assist with transitions of designated students between classes and schools
- Report regularly to the cluster manager of the employer school detailing work undertaken and student outcomes
- Keep appropriate records of all professional practice
- Provide written reports that describe and provide a statistical analysis of work undertaken throughout the year

RTLB Person specification

The successful applicant must have full New Zealand teacher registration and a current practising certificate.

The following attributes, knowledge and skills are required:

Essential:

- NZ registered, experienced teacher
- A minimum of three years successful classroom teaching experience in New Zealand
- Sound knowledge of ***The New Zealand Curriculum Framework***
- Commitment to biculturalism and to meeting the needs of Māori students
- Current knowledge of 'best practice' to raise student engagement and achievement
- Knowledge of, and commitment to, inclusive practices
- Empathy with students who have learning and/or behavioural challenges
- Strengths in literacy, numeracy and behaviour support
- Assessment skills in learning and behaviour
- Effective classroom manager and practitioner
- A willingness to work across all year levels (Year 0 – Year 10) and in schools of all decile rankings in all geographic locations within the cluster
- A high level of consultative and collaborative skills
- Excellent communication and interpersonal skills
- Solution focussed
- Proven ability to work positively with change
- Competent IT user
- Ability to assist others implement suitable interventions
- Ability to work with all members in Team 36 by sharing knowledge, skills and resources and providing collegial support

Highly Desirable

- Experienced leader within a school setting eg SENCO, Deputy Principal, Assistant Principal, Senior Teacher, Literacy Leader, Maths Leader or Tutor Teacher.
- Experienced in successfully partnering with other professionals
- Be innovative, flexible, enthusiastic and fun to work with
- Proven ability to maintain a positive life/work balance given the complex nature of the RTLB work and the demands of the study programme

Professional Development (University Training)

It is mandatory for RTLB to complete the Postgraduate Diploma in Specialist Teaching endorsed in Learning and Behaviour within 48 months of being appointed to the RTLB position if they do not already hold the qualification. Only the Secretary of Education can grant an exemption to the study programme

- The training course is specifically developed to meet the professional needs of RTLB and is provided

through University Consortium – Massey/Canterbury and funded by the MOE

- Before applying for the position please confirm with either Canterbury University or Massey university that you meet the requirements for study at Post Graduate level
- Training takes place as distance learning over two years, with a maximum of one day per week during semester time being available as release from service delivery to schools for study
- Cluster 36 encourages RTLB to work for 2-4 terms as a RTLB before beginning the study programme

More information on the RTLB study programme can be found here:

<http://rtlb.tki.org.nz/The-RTLb-service/How-to-become-an-RTLb>

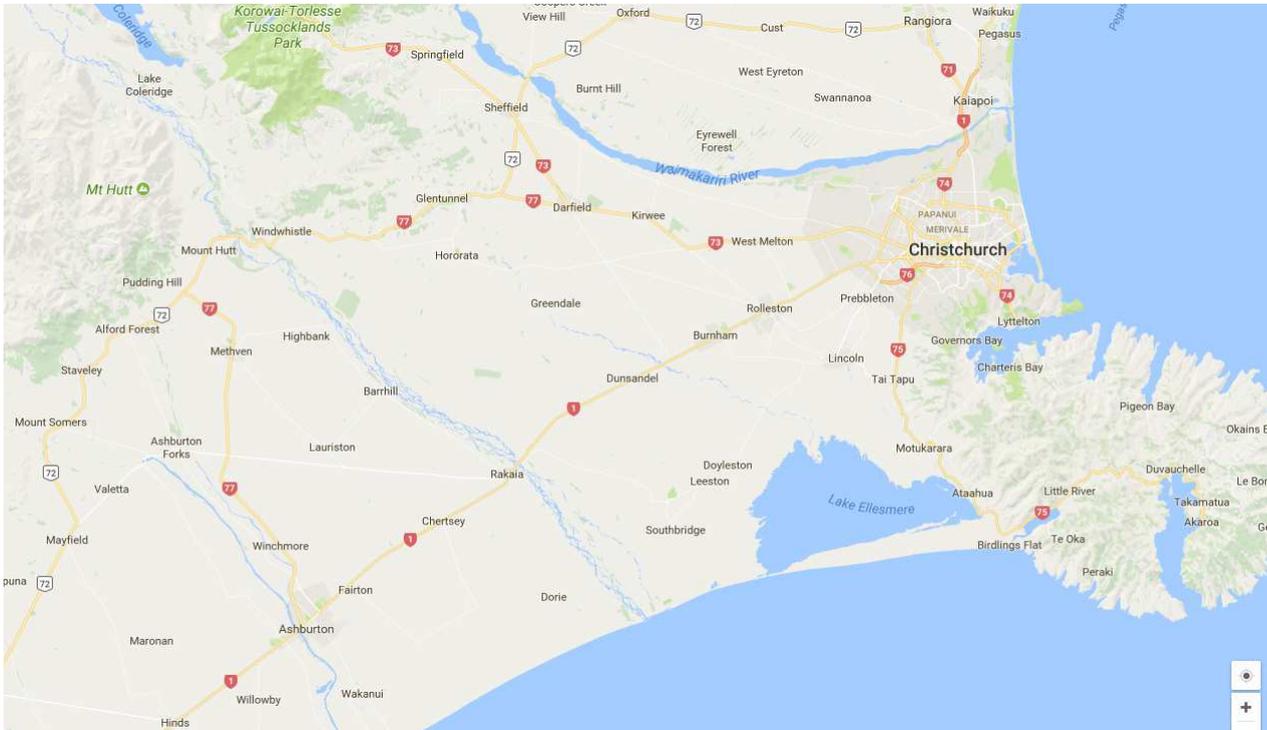
It is important to note these tasks are outside the scope of RTLb practice:

- teaching a particular subject or course
- being a remedial tutor
- working as a teacher-aide or reliever
- taking responsibility for, or working in, a learning support class or unit
- carrying out routine school duties
- providing a counselling, social work or truancy service
- assuming management responsibility for crisis/traumatic incidents
- working as tutor teachers for provisionally registered teachers
- reporting on a teacher's professional abilities or competencies
- working in special schools or private schools
- being managed by a school principal or Kahui Ako

Schools in Cluster 36 - listed by Kahui Ako

| Nga Matapuna o te Waihora | Nga Matapuna o Nga Pakihi |
|--|--|
| Leeston Dunsandel Southbridge Ellesmere College | Broadfield Ladbrooks Lincoln Primary Prebbleton Springston Tai Tapu Lincoln High Ararira Springs |
| Nga Peka o Tauwharekakaho | Malvern (Darfield) |
| Burnham Clearview Lemonwood Grove Rolleston Primary Weedons West Melton West Rolleston Rolleston College | Darfield Primary Glentunnel Greendale Hororata Kirwee Sheffield Springfield Springston Windwhistle Darfield High |
| Hakatere (Ashburton) | Opuke (Methven) |
| Ashburton Borough Ashburton Christian Ashburton Intermediate Ashburton Netherby Fairton Hampstead Hinds Longbeach St Joseph's Ashburton Tinwald Wakanui Ashburton College | Chertsey Dorie Lauriston Mayfield Methven Mt Somers Springburn Our Lady of Snows Rakaia Mt Hutt College |
| Hornby – across cluster Kahui Ako | Tipu Maia – across cluster Kahui Ako |
| Templeton Yaldhurst Model | Akaroa Area |
| Christian Education Network – across cluster Kahui Ako | Schools not currently in a Kahui Ako |
| Rolleston Christian | Halswell (Christchurch) Allenton (Ashburton) Little River (Banks Peninsula) Duvauchelle (Banks Peninsula) Okains Bay (Banks Peninsula) |

Geographic Spread of schools in Cluster 36



Te Horanui RTLB Cluster 36
Leeston School
Selwyn Street Leeston, 7632, Canterbury
RTLB Application Form

Please complete and send in with your CV and covering letter

Full Name

DOB

Address

Mobile Phone

Home Phone

Work Phone

Email (personal)

MOE Number:

Driver's Licence no:

NZ Teachers Council Registration number:

Expiry date:

Full Registration:

Yes/No

Are you a New Zealand Citizen

Yes/ No

If not, are you a New Zealand resident with a NZ work permit?

Yes/ NA

The following persons have consented to act as referees. The three (3) professional referees need to have direct knowledge of your professional teaching capabilities.

Name:

Relationship:

Contact Phone Numbers:

Mobile

Home

Work

Name:

Relationship:

Contact Phone Numbers:

Mobile

Home

Work

Name:

Relationship:

Contact Phone Numbers:

Mobile

Home

Work

I give permission for any member of the appointments committee to contact my referees or any other person, including my current and previous employers, that they feel will assist them in assessing my suitability in relation to this position

Current Employer:

School:

Length of service:

Position Held:

Current Year Level taught:

Previous Teaching Experience:

| School | Year Level/s taught | Position Held |
|--|---------------------|---------------|
| Start Date: End Date: | | |

Formal Qualifications:

Do you already hold a Post Graduate Diploma in Specialist Teaching: Learning and Behaviour?

If not, do you agree to undertake the mandatory RTLB study programme and complete the qualification within 48 months of appointment to this position?

Fitness or suitability for employment:

Do you have any health condition or disability that may affect

- | | | | |
|---|---|-----|----|
| 1 | Your ability to undertake the requirement of the RTLB position for which you are applying or | Yes | No |
| 2 | Any medical condition caused by gradual process, disease or infection that may be aggravated, or further contributed to, by the RTLB position for which you are applying? | Yes | No |

If yes, please give details:

Do you currently have or have you previously had any symptoms of back injury, or of occupational overuse syndrome (OOS) such as aches, pains, strains, numbness, tingling or burning sensations when performing any activities that may have an impact on your ability to perform the RTLB position for which you are applying?

Yes No

If yes please give details

Do you have any illness or infectious disease which could create a risk to others in the vicinity of the workplace, or which could be aggravated by the shared office working environment?

Yes No

If yes please give details

As you are being considered for a position requiring a high level of trust and confidence, have you been convicted of any offence against the law (apart from minor traffic convictions) or do you have any criminal charges pending or do you know of any other reason you should not be employed to work in a school/educational environment.

Note: Under the Clean Slate act you do not need to disclose certain convictions if you have not been convicted of an offence in the last seven years. You can find out more about what you must disclose on <http://www.justice.govt.nz/pubs/other/2004/clean-slate/english-clean-slate.pdf>

If yes, please provide details.

Yes No

If your application was successful, when could you commence employment?

I certify that the information I have supplied in this application is true and correct.
I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.
I confirm in terms of the Privacy Action 1993 that I have authorised access to referees.

Appointments will be confirmed pending a clear police vet

Signed: _____

Date: _____