



NAWTON SCHOOL

Address:
58 Livingstone Avenue
Nawton, Hamilton
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5th December 2019

Kia ora,

Thank you for registering your interest in the permanent RTLB Resource Teacher of Learning and Behaviour vacancy in RTLB Cluster 16. This position starts from 28th January 2020. RTLB Cluster 16 services schools predominantly in the Hamilton area as well as Kura from Coromandel to Te Kuiti. Nawton School is the Lead School for RTLB Cluster 16 where the Lead Principal Rubina Wheeler and Cluster Manager Graeme Nobilo are based. RTLB are currently based in teams at 20 different host schools throughout the Hamilton Area.

Study in the Post Graduate Diploma for RTLB is compulsory however release and funding is provided. A structured induction programme will also be implemented.

A full drivers licence and own vehicle is required.

This fulltime position attracts base salary + 1 permanent management unit and a special duties allowance.

Please send a C.V, covering letter and application documentation addressing how your current knowledge, skills and experience would meet the job description identified to: office@nawton.school.nz

Timeline for appointment process of permanent RTLB vacancy 2019:

5 th	December 2019	Applications open
19 th	December 2019	Applications close 3pm,
19 th	December 2019	Short-listing, reference checks

Short-listed applicants contacted to arrange an interview time

20 th	December 2019	Interviews
20 th	December 2019	Successful applicants notified by phone.
20 th	December 2019	Unsuccessful applicants notified in writing by email

Please find attached:

- RTLB Cluster 16 Position Description, Specification, Key tasks

The school will notify you upon the receipt of your application and then accordingly as the timeline states above.

Kind Regards,
Nawton School

Rubina Wheeler
Principal

RTL B CLUSTER 16 Term 1, 2020 Vacancy RTL B APPLICATION FORM

Please complete and send in with the covering letter, addressing person specifications and CV including Teacher Registration evidence and Teaching Degree qualification. If you wish your CV to be returned, enclose a self-addressed envelope.

Applicant's Name:	Address:
Phone: _____ (Home) _____ (Work) _____ (Mobile)	
Email:	

Work Experience

Levels & Position e.g. Years 2-4, Scale A	School & Years e.t. Kiwi School 2008-2011
NZ Teacher's Council Registration No. & Expiry Date:	
Referee 1	Relationship & Contact Numbers (not school phone number)
Referee 2	Relationship & Contact Numbers (not school phone number)

Do you give permission for the Nawton School Appointments Committee to contact your current and previous employers in relation to this application?

Yes / No (please circle)

Signed: _____ **Date** _____

Any appointments will be confirmed pending a clear police vet.

RESOURCE TEACHER – LEARNING & BEHAVIOUR – CLUSTER 16

EMPLOYER – NAWTON SCHOOL

Position Description

A resource teacher: Learning and Behaviour (RTLB) may be based at a particular school but is employed by the board of trustees of the lead school employer – Nawton School for RTLB Cluster 16. The RTLB works across schools in a designated cluster of schools, providing support for schools and teachers in relation to year 0-10 students in particular. The RTLB will consult and work collaboratively with Ministry of Education Learning Support staff and other designated (by the Cluster Manager) agencies.

Purpose of the position

The role of RTLB is to provide itinerant specialist support across the cluster to students and teachers, and work with families, in order to improve the education outcomes for students with moderate learning and/or behavioural difficulties. The role will include demonstrating practice, strategy or techniques so that:

- Students receive appropriate learning programmes that cater for their diverse needs and learning goals and behavioural management on an on-going basis
- Teachers can use the skills they have acquired with these and other students with similar needs in an exclusive and unobtrusive manner

Accountability

The RTLB will be accountable to the board of the employer school- Nawton School through the Cluster Manager.

Working relationships

The RTLB will:

- Work with the staff and students in the designated schools
- Work with the Special Education Needs Co-ordinator (SENCO) and any special needs committee in cluster schools
- Work with the senior management team in cluster schools, Kahui Ako
- Work closely with MoE Learning Support staff
- Work with other agencies such as Waikato DHB, CYFs, Childrens' Team,
- In conjunction with the school and classroom teachers, liaise with students' families

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 needs of the cluster
- receive and process referrals, as described in the cluster referral process
- work collaboratively, within an ecological model, with class teachers, relevant staff and SE to manage the behaviour and/or address the learning difficulties of a whole class, a group, or 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
- report regularly to the Cluster Manager of the employer school – Newton School detailing work undertaken and student outcomes
- support schools to refer students to other services when additional specialist advice or behaviour support is required
- keep appropriate records of all professional practice
- provide written reports that describes and provides a statistical analysis of work undertaken throughout the year
- where appropriate, support individual students for an agreed, brief period of time
- assist with transitions of designated students between classes and school

RTLB Person Specification (1 PMU + Higher Duties Allowance)

The successful applicant must be a trained, experienced teacher with the full New Zealand teacher registration and a current practicing certificate, and should have the following attributes, knowledge and skills:

Essential:

- NZ registered, experienced teacher
- Current knowledge of 'best practice' to raise student engagement and achievement
- Strengths in literacy and numeracy
- Effective classroom manager
- Culturally responsive
- Knowledge of, and commitment to, inclusive practice
- Excellent communication and interpersonal skills
- Able to work collaboratively
- Solutions focussed
- Works positively with change
- Competent ICT user
- Ability and or willingness to work across all year levels (Year 0 – Year 10) and in schools of all decile rankings
- Current drivers licence and requirement to use private vehicle reimbursed as per relevant collective agreement

Highly Desirable

- Experience and knowledge of raising achievement of Māori
- Experience and knowledge of raising achievement of Pasifika
- Experience and knowledge of raising achievement of boys
- Experience in working in immersion schools
- Experience with inclusion and adaption of curriculum for students with high needs
- Experience and knowledge of raising achievement of Māori