Kahu Taupua | RTLB Cluster 16

Lead School: Nawton School, Hamilton

Start Date: 28th January 2027

Applications Close: 16th November 5 pm

Thank you for your interest in joining our strategic leadership team as Practice Leader (PL) team. Kahu Taupua | RTLB Cluster 16 services a diverse range of schools across English and Māori Medium settings in Hamilton and the wider Waikato region. Nawton School serves as our Lead School Employer, where Lead School Principal Hurae White and Acting Cluster Manager Erin Sawyer are based.

We are seeking an innovative, highly organised, and collaborative practitioner for the role of **Practice Leader**. If you are passionate about professional leadership, practice supervision, systemic change, inclusive education, and empowering RTLB and kaiako to achieve equitable outcomes for mōkopuna, we welcome your application.

What We Offer

- **Remuneration:** Full-time base salary + 1 permanent Management Unit (MU) + 3 Leadership Payments + Special Duties Allowance. Private vehicle mileage reimbursement as per the relevant collective agreement.
- **Professional Leadership:** A central leadership role in shaping cluster practice, supervising and mentoring RTLB, and leading strategic inquiry and capability building.
- **Support:** A highly supportive strategic leadership team, dedicated induction into the Practice Leader role, and a collaborative work environment.

*(Please refer to the attached **Practice Leader Job Description** for full details on key responsibilities, accountabilities, and values.)*

Person Specification (Summary Criteria)

Essential Requirements:

- **Qualifications & Registration:** Full New Zealand Teacher Registration with a current practicing certificate, alongside successful completion of the **Post Graduate Diploma in Specialist Teaching (Learning and Behaviour)**.
- **RTLB Practice & Leadership:** Proven RTLB casework experience alongside demonstrated skills in professional leadership, supervision, coaching, mentoring, and adult learning.

- **Bicultural Commitment:** Active commitment to Te Tiriti o Waitangi with the ability to authentically weave te reo Māori, tikanga, and culturally responsive frameworks (*Ka Hikitia*, *Tātaiako*, *Tapasā*) into leadership and daily practice.
- **Inclusive Pedagogy & Frameworks:** Deep knowledge of curriculum adaptation, Universal Design for Learning (UDL), Structured Literacy, Structured Mathematics, and service delivery frameworks (*He Urunga Tū*, *Te Tūāpapa*, *He Pikorua*).
- **Systems & Data Competency:** Strong organizational, digital (eRTLB), and analytical skills to manage caseload data, timelines, and reporting requirements.
- **Licence & Transport:** A valid, full NZ driver's licence and access to an insured, reliable private vehicle.

Appointment Timeline

Please note the timeline for the appointment process below.

Timeline for appointment process of permanent RTLB Practice Leader vacancy:

2nd	November 2026	Applications open
16th	November 2026	Applications close 5 pm
17th	November 2026	Short-listing, reference checks

Short-listed applicants contacted to arrange an interview time.

24th-26th	November 2026	Interviews
26th	November 2026	Successful applicants notified by phone
27th	November 2026	Unsuccessful applicants notified by email

How to Apply

Please submit your application via email to **office@nawton.school.nz**. Your application must include:

1. A comprehensive **C.V.**
2. A **Covering Letter** explicitly addressing how your skills and experience meet the person specification for the Practice Leader role.
3. The completed **Application Form** (provided below).

Note: Nawton School will acknowledge receipt of your application. All appointments are subject to a clear safety check and police vet.

KAHU TAUPUA | RTLB CLUSTER 16

APPLICATION FOR EMPLOYMENT

Personal Details

- Full Name:
- Postal Address:
- Phone (Mobile): Email:
- NZ Teaching Council Reg No: Expiry Date:

Work History (Most Recent First)

Please detail your teaching and leadership experience below.

Years (e.g., 2022-2026)	School / Employer	Position(s) & Year Levels Taught	Leadership tasks

Professional Referees

Please provide two professional referees who can attest directly to your teaching practice, organisation, and suitability for an itinerant role. (Do not provide school main office numbers).

Referee 1

- Name: Relationship:
- Direct Phone: Email:

Referee 2

- Name: Relationship:
- Direct Phone: Email:

Declarations & Authorisation

- Do you hold a current, full New Zealand Driver's Licence?
  YES / NO *(Please circle/highlight)*
- Do you give permission for the Nawton School Appointments Committee to contact your current and previous employers/referees in relation to this application?
  YES / NO *(Please circle/highlight)*

Signature: Date:

JOB DESCRIPTION: PRACTICE LEADER RESOURCE TEACHER LEARNING & BEHAVIOUR (RTLB)

Position Title: Practice Leader – Resource Teacher: Learning & Behaviour (RTLB)

Employing Board: Board of Trustees, Nawton School (Lead School Employer – Cluster 16)

Accountable To: The Board of Trustees through the Lead School Principal and Cluster Manager

Reports To: Cluster Manager

Working Location: Itinerant across designated Cluster 16 schools (Primary, Intermediate, and Secondary / Years 0–10)

Remuneration / Units: Position includes +1 Management Unit, +3 Leadership Payments, and Special Duties Allowance

1. PURPOSE OF THE POSITION

The Practice Leader (PL) is responsible for the professional leadership, guidance, professional supervision, and ongoing support of Resource Teachers: Learning & Behaviour (RTLB) across Cluster 16. Working closely with the other Practice Leaders, Cluster Manager, and Lead Principal as part of the strategic leadership team, the Practice Leader leads and supports quality, evidence-based, and culturally affirming practice across cluster schools. The Practice Leader builds RTLB capability, provides professional supervision, supports practice consistency, and ensures that service delivery aligns with cluster strategic goals and Ministry of Education frameworks to improve educational outcomes for mōkopuna, kaiako, and whānau.

2. OUR VALUES / NGĀ RAUKURA

All Kahu Taupua professional leadership, communication, and decision-making are underpinned by our core values:

- **Mahi Ngātahi:** We commit to working as a unified team with RTLB, school staff, whānau, Te Mahau, and external agencies to achieve the best outcomes for mōkopuna.
- **Manaakitanga:** We uphold the dignity, mana, and wellbeing of all participants through respectful communication, cultural safety, empathetic leadership, and active listening.
- **Kotahitanga:** We work toward a shared vision, fostering cluster cohesion and ensuring RTLB support is seamless, equitable, and aligned with school and cluster strategic goals.

3. PROFESSIONAL FRAMEWORKS & GOVERNANCE

The Practice Leader will carry out all leadership duties in accordance with:

- *He Urunga Tū*, *Te Tūāpapa*, and *He Pikorua* service delivery frameworks.
- The RTLB Professional Practice Toolkit, Standard Operating Procedures (SOPs), and Cluster 16 Strategic Plans and norms.
- Culturally responsive frameworks including *Ka Hikitia*, *Tātaiako*, and *Tapasā*.

- Code of Professional Responsibility and Standards for the Teaching Profession (Teaching Council of Aotearoa New Zealand).
- Nawton School Code of Conduct and the lead school's governance and management policies.

4. ACCOUNTABILITY

- Accountable to the Board of Trustees of Nawton School (Lead School Employer) through the Lead School Principal and Cluster Manager.
- Reports directly to the Cluster Manager for operational leadership, strategic alignment, and overall cluster management.
- Directs, mentors, and supervises designated RTLB team members in their professional practice, casework, and professional growth cycles.

5. KEY RESPONSIBILITIES & TASKS

A. Leadership of Practice, Supervision & Capability Building

- Practice Quality & Alignment: Ensure RTLB practice aligns with *He Pikorua in Action*, preserves the intent of the RTLB Professional Practice Toolkit, and adheres to Cluster 16 norms and National Standard Operating Procedures.
- Professional Supervision & PL Check-Ins: Lead regular performance supervision, professional growth cycle discussions, attestation processes, and casework conversations with assigned RTLB to ensure consistent, high-quality, and compliant service delivery.
- Mentoring & Induction: Provide structured professional mentoring and coaching for RTLB, including leading the induction of new RTLB and supporting un-endorsed teachers through the Post Graduate Diploma in Specialist Teaching.
- Pedagogical & Instructional Leadership: Support and guide RTLB in coaching kaiako on evidence-based strategies, including Universal Design for Learning (UDL), adaptive curriculum design, Structured Literacy, and Structured Mathematics.
- Professional Learning & Development (PLD): Identify practice trends and build team capability by designing, facilitating, and supporting strategic PLD opportunities aligned with appraisal goals and cluster targets.

B. Strategic Collaboration, Relationships & Kaupapa Culture

- Kahu Taupua Culture: Drive a collaborative, supportive, and solutions-focused culture by modelling effective, open and reciprocal communication across the cluster team.
- Multi-Agency & Te Mahau Partnership: Work collaboratively with Ministry of Education Te Mahau specialist teams, Health/Te Whatu Ora, Oranga Tamariki, iwi, and community providers to ensure collaborative, equitable, and trans-disciplinary support for mōkopuna and whānau.
- School & Whānau Engagement: Build trusting, respectful, and professional relationships with school leaders, SENCOs, LSCs, teachers, whānau, and iwi across Cluster 16, ensuring consistent communication regarding the RTLB service and Learning Support models.
- Scope of Practice Safeguarding: Ensure all RTLB casework stays strictly within the designated RTLB scope of practice and does not cross into non-RTLB duties (e.g., direct course teaching, teacher aide work, counselling/social work, crisis management, or formal teacher competency evaluations).

C. Innovation, Systems Leadership & Data Analysis

- **Adaptive & Systems Leadership:** Apply adaptive leadership to help RTLB navigate complex cases and system challenges, ensuring "the right work is done in the right way" across primary, intermediate, and secondary contexts.
- **Data-Informed Decision-Making:** Oversee and manage cluster data systems (e.g., eRTLB). Collect, analyse, and interpret outcome data to inform cluster strategy, target setting, allocation of resources, and Ministry reporting.
- **Equitable & Proactive Systems:** Drive innovative, inclusive, and equity-focused responses that anticipate school needs, build team strengths, and create sustainable improvements in learning support systems.
- **Change Resilience:** Lead calmly through change, modelling flexibility, problem-solving, and professional resilience within the team.

6. PERSON SPECIFICATION

Essential Qualifications & Registrations

- **Teacher Registration:** Fully registered New Zealand Kaiako with a current practicing certificate.
- **RTLB Qualification:** Successfully completed the Post Graduate Diploma in Specialist Teaching (Learning and Behaviour).
- **Driver's Licence:** Full, clean NZ Driver's Licence and access to an insured, reliable private vehicle for work-related travel (reimbursed according to collective agreements).

Knowledge & Expertise

- **Te Tiriti o Waitangi & Bicultural Practice:** Deep commitment to bicultural partnership; proven capability to authentically weave te reo Māori, tikanga, and culturally responsive, affirming frameworks (*Ka Hikitia*, *Tātaiako*, *Tapasā*) into leadership and casework.
- **RTLB Frameworks & Pedagogy:** Advanced knowledge of *He Urunga Tū*, *Te Tūāpapa*, *He Pikorua*, the RTLB Professional Practice Toolkit, UDL, Structured Literacy, and Structured Mathematics.
- **Leadership & Adult Learning:** Demonstrated success in leadership, professional supervision, mentoring, adult learning principles, and collaborative inquiry.
- **Systemic & Ecological Assessment:** Advanced skill in dynamic assessment, ecological analysis, and using outcome data to evaluate practice effectiveness at both individual and system levels.

Skills & Personal Attributes

- **Interpersonal & Communication:** Exceptional verbal, written, and relational skills; ability to facilitate complex, high-stakes conversations with empathy, diplomacy, active listening, and respect for mana.
- **Digital & Systems Competency:** High proficiency in ICT, eRTLB, and data management systems to oversee documentation, monitor timelines, and drive reporting.
- **Strategic & Organisational Skills:** Strong self-management, high-level time management, and the ability to balance itinerant cluster support with administrative and supervisory responsibilities.

- **Problem-Solving & Adaptability:** Adaptive, resilient, and proactive leadership style with a proven track record of navigating diverse school contexts and driving inclusive practice.

7. SIGN-OFF & ACKNOWLEDGMENT

Position	Name	Signature	Date
Employee (Practice Leader)	_____	_____	__ / __ / 20__
Cluster Manager	_____	_____	__ / __ / 20__
Lead School Principal	_____	_____	__ / __ / 20__