Cromwell College
CENTRAL OTAGO

Barry Avenue
Cromwell 9310
Ph: (03) 445 1121
admin@cromwell.school.nz
www.cromwell.school.nz

2 November 2026

Kia ora

Resource Teacher Learning and Behaviour

An exciting opportunity exists for two skilled and enthusiastic RTLB or experienced New Zealand registered teachers with a current practising certificate to join our team of RTLB working in the Central Otago/Central Lakes region. These permanent, full-time positions commence in Term 1 2027, or as negotiated with the successful applicants, and include one Management Unit plus a Special Duties Allowance.

The positions are most likely to be based in the Queenstown/Wanaka region, however, travel throughout the Central Lakes Te Uruuruwhenua RTLB Cluster is required as needs dictate. Cluster leased cars are available for travel but appointees will need to use their own private vehicle if all cars are booked. In this instance, travel mileage will be reimbursed.

The Cluster Lead School is Cromwell College and the Cluster Manager is based at Cromwell College. Cromwell College Board of Trustees is your employer.

Applications close: 12 pm, Monday 16 November 2026.

Please see below for the job description, person specification and application forms.

Please fill out the Application Form with a covering letter and curriculum vitae that highlights your strengths for this position.

Please direct enquires, and application to Jane Williamson (Practice Leader), janewilliamson@cromwell.school.nz.

If we require any further documentation you will be notified in due course.

Yours sincerely

Mason B Stretch

Mason Stretch
Lead Principal
RTLB Cluster 38

Cromwell College
CENTRAL OTAGO

Resource Teacher Learning & Behaviour
Full-time permanent
Commencing Term 1, 2027 (or as negotiated)

Thank you for applying for a position with our school.

1 Please complete this application form personally.
2 If not already provided, attach a curriculum vitae (CV) containing any additional information eg. family, work experience, interests, qualifications, any written references etc
3 Copies only of qualification certificates should be attached.
4 If you are selected for an interview you may bring whanau/support people at your own expense. Please advise us beforehand if this is your intention.
5 The interviews will either be conducted face to face or via Google Meet.

Application close 12pm Monday 16 November 2026

CRITERIA FOR APPOINTMENT

In considering applications for positions, the Board of Trustees of Cromwell College shall appoint the person who in their view is best suited to the position.

In deciding who is best suited, the Board of Trustees shall give consideration to the experience, qualifications and abilities relevant to the position and based on the following criteria ~

1. Ability to meet the general requirements of the position as detailed in the Job Description relating to the position;
2. Person who best meets the desirable qualities as outlined in the Person Specification relating to the position
3. Person who complements the existing team of RTLB currently working for the Central Lakes, Te Uruuruwhenua Cluster

Any offer of employment made is conditional upon a satisfactory police check being obtained.

Cromwell College
CENTRAL OTAGO

JOB DESCRIPTION: RESOURCE TEACHER: LEARNING AND BEHAVIOUR (RTLB)
Permanent

EMPLOYER SCHOOL: CROMWELL COLLEGE, CLUSTER 38

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 for the cluster. The RTLB works across schools in a designated cluster of schools, providing support for schools and teachers in relation to year 2-10 students in particular. The RTLB will consult and work collaboratively with Ministry of Education Learning Support staff.

Purpose of the position

The role of the 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 learning and/or behaviour difficulties so that:

- students receive appropriate learning programmes that cater for their diverse needs and learning goals and behaviour management on an ongoing basis;
- teachers can use the skills they have acquired with these and other students with similar needs in an inclusive and unobtrusive manner.

Accountability

The RTLB Cluster is accountable to the board of the employer school, Cromwell College.

Working relationships

The RTLB will:

- work with staff and students in the designated schools
- work with the Special Education Needs Coordinator (SENCO) and/or Learning Support Co-ordinators in cluster schools
- work with the senior management team in cluster schools
- work closely with Ministry of Education Learning Support staff
- work with other agencies such as Public Health Nurses
- in conjunction with the school and classroom teachers, liaise with students' families.

Key tasks

RTLB practice is guided by the following: RTLB Operating Standards and Procedures and He Pikorua .

The key tasks of an 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 Ministry of Education Learning Support 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 programs
    - review
    - record outcomes
- support teachers with assessment, analysis and evaluation
- report regularly to the cluster manager of the employer 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 using the RTLB database eRTLB.
- where appropriate, provide resourcing support for an agreed, brief period of time
- assist with transitions of designated students between learning settings.

Person specification

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

- strong interpersonal and communication skills to allow for full and comprehensive consultation and effective teacher support
- commitment to biculturalism and to meeting the needs of Māori students
- commitment to understanding the needs of students from different cultures, and a demonstrated willingness to provide services that are culturally appropriate
- ability to meet the relevant Professional Standards for Experienced Teachers and key indicators for RTLB
- The Resource Teacher: Learning and Behaviour qualification or the capacity and willingness to undertake and attain the RTLB qualification

- empathy with students who have learning and/or behaviour difficulties
- sound knowledge of the New Zealand Curriculum
- assessment skills
- ability to identify, implement and evaluate a range of educational and management approaches to meet students' and teachers' needs
- ability to assist others to implement suitable interventions
- ability to liaise and work with Ministry of Education Learning Support staff, and other professionals and/or agencies
- ability to work with, and provide professional support for staff, families and whānau, in the cluster schools
- a sound knowledge of ICT systems related to RTLB work.
- a current, clean full driver's licence and willingness to use your own vehicle for work.

Cromwell College
CENTRAL OTAGO

Application Form – Resource Teacher Behaviour & Learning
Full-time Permanent
Commencing Term 1 2027 or as negotiated

Family Name _____

First Names _____

Present Position _____

Contact Address _____

_____

_____

Contact Phone Number : _____

Teacher Registration : _____

Email address : _____

Date of Birth : _____

Residency Status: _____

Convictions Against the Law / Unsuitability for the Position

Underline and put in bold your Yes or No response

Have you ever been convicted of any criminal offence against the law or otherwise know of any reason why you should not be employed to work in the school environment?

Yes / No

If you have answered yes, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make on a separate page.

Have you had any injury, medical or other conditions which would prevent you from carrying out the work as described in the job description or person specification?

Yes / No

If you have answered yes please provide full details on a separate page.

REFEREES
Please provide the names and addresses of three referees who are able to comment on you in a professional capacity. Preferable referees are those who have been in a supervisory role in an employment situation e.g Principal, Manager, Team Leader

Referee One

Name _____

Address _____

Relationship to you _____

Contact Phone number:_____

Email _____

Referee Two

Name _____

Address _____

Relationship to you _____

Contact Phone number:_____

Email _____

Referee Three

Name _____

Address _____

Relationship to you _____

Contact Phone number:_____

Email _____

Please note: The selection panel may consult people, other than the nominated referees, as part of the appointment process.

Signature of Applicant _____ Date _____

(Signature can be scanned onto document in order to email this application)