58 Livingstone Avenue
Nawton, Hamilton
office@nawton.school.nz
07 8477420

20 November 2026

RTLB Cluster Manager – Kahu Taupua (RTLB Cluster 16)

Location: Waikato (Lead School: Nawton School, Hamilton)
Position Type: Permanent, Full-Time (1.0 FTTE)
Commencement: Term 1, 2027 (or by negotiation)

Kahu Taupua (RTLB Cluster 16) is seeking an inspiring, strategic, and culturally responsive educational leader to take on the role of **RTLB Cluster Manager**. Hosted by Nawton School as our Lead School Employer, Kahu Taupua provides specialist itinerant support across Years 0–10 schools in the Hamilton and wider Waikato rohe. Guided by *Ngā Raukura*—our core values of **Mahi Ngātahi**, **Manaakitanga**, and **Kotahitanga**—you will lead a dedicated team of Practice Leaders, RTLBs, and support staff to build kaiako capability and lift equitable outcomes for mokopuna/ākonga with moderate learning and behavioural needs.

About You:

- A fully registered New Zealand kaiako with a current Practising Certificate and proven senior educational leadership experience.
- Deep commitment to **Te Tiriti o Waitangi**, with the ability to weave te reo Māori, tikanga, and culturally sustaining practices into cluster systems and mana whenua partnerships.
- Strong working knowledge of inclusive pedagogy, ecological inquiry (*He Pikorua*, *He Urunga Tū*, *Te Tūāpapa*), UDL, and evidence-based literacy and mathematics approaches.
- Demonstrated success in people leadership, budget and operational management, and building high-trust relationships with tumuaki, SENCOs/LSCs, whānau, Te Mahau, and interagency partners.
- A Postgraduate Diploma in Specialist Teaching (or relevant postgraduate leadership qualification) and a full NZ driver's licence.

Timeline:

20 November 2026	Applications Open
4 December 2026	Applications close 3.00pm
5 December 2026	Short-listing, reference checks
8 December 2026	Interviews
8 December 2026	Successful Applicants notified by phone
9 December 2026	Unsuccessful applicants notified by email

How to Apply:

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

Applications close: 4 December 2026 at 3.00pm.

Nāku me ngā mihi,

Hurae White
Tumuaki
Nawton School, Lead Principal - Kahu Taupua RTLB Cluster 16

Kahu Taupua RTLB CLUSTER 16 Term 1, 2027 Vacancy

APPLICATION FORM

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 2014-2021**
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.

JOB DESCRIPTION: KAHU TAUPUA RTLB CLUSTER MANAGER

Position Title: Kahu Taupua RTLB Cluster Manager

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

Accountable To: Nawton School Board through the Lead School Principal

Working Location: Kahu Taupua RTLB Cluster 16 Cluster Managers office, Nawton School 58 Livingstone Ave, Hamilton

JOB DESCRIPTION: RTLB CLUSTER MANAGER

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

Accountable To: Nawton School Board through the Lead School Principal

Direct Reports: Practice Leaders (PLs), Resource Teachers: Learning & Behaviour (RTLBs), and Cluster Administration/Support Staff

Working Location: Based at Kahu Taupua RTLB Cluster 16 (Nawton School Lead School)

Employment Type: Permanent, Full-Time (1.0 FTTE)

Salary / Terms: Governed by the Primary Teachers' Collective Agreement (PTCA), including relevant RTLB Cluster Manager remuneration units and allowances.

1. PURPOSE OF THE POSITION

The RTLB Cluster Manager provides strategic, operational, and professional leadership to Kahu Taupua (RTLB Cluster 16). Operating within the Ministry of Education (Te Mahau) Learning Support framework, the Cluster Manager ensures the equitable, culturally responsive, and high-quality delivery of itinerant specialist RTLB services across all Cluster 16 schools (Years 0–10).

The role leads a team of Practice Leaders and RTLBs to build kaiako capability and confidence, ensuring inclusive, equitable educational outcomes and wellbeing for mokopuna/ākonga with moderate learning and/or behavioural needs.

2. OUR KAHU TAUPUA RTLB CLUSTER 16 VALUES / NGĀ RAUKURA

All Kahu Taupua leadership, strategic direction, communication, and decision-making are underpinned and modelled through our core values:

- **Mahi Ngātahi:** We commit to working as a unified team with school staff, whānau, and external agencies to achieve the best outcomes for ākonga.
- **Manaakitanga:** We uphold the dignity and mana of all participants through respectful communication, cultural safety, and active listening.
- **Kotahitanga:** We work toward a shared vision, ensuring that RTLB support is seamless and aligns with the cluster goals to achieve excellent outcomes in our mahi.

3. PROFESSIONAL FRAMEWORKS & GOVERNANCE

The RTLB Cluster Manager will lead and ensure all cluster operations and service delivery are carried out in accordance with:

- **He Urunga Tū**, **Te Tūāpapa**, and **He Pikorua** service delivery frameworks.
- The **RTLB Professional Practice Toolkit**, Cluster 16 Standard Operating Procedures (SOPs), and Kahu Taupua Strategic and Annual Plans.
- **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, financial, and management policies.

- Ministry of Education (Te Mahau) strategies including *Ka Hikitia*, *Tau Mai Te Reo*, and the *Action Plan for Pacific Education*.

4. ACCOUNTABILITY & REPORTING LINES

- **Governance Accountability:** Accountable to the Nawton School Board (Lead School Employer) through the Lead School Principal.
- **Operational & Team Leadership:** Retains overall operational accountability and management for the cluster. Delegates day-to-day professional supervision, mentoring, case management, and practice guidance of RTLBs to Practice Leaders (PLs), while providing direct supervision, coaching, and line management to the Practice Leaders and administrative team.

5. KEY RESPONSIBILITIES & TASKS

A. Strategic & Cultural Leadership

- Develop, implement, and review the Kahu Taupua Cluster 16 Strategic and Annual Plans in alignment with Te Mahau priorities and cluster values (*Ngā Raukura*).
- Uphold and enact **Te Tiriti o Waitangi** across all cluster operations, ensuring culturally sustaining practices and strengthening relationships with local iwi, hapū, and mana whenua.
- Champion inclusive education practices across Cluster 16 schools (Years 0–10), promoting systemic capability building, Universal Design for Learning (UDL), and strengths-based ecological models.
- Represent Kahu Taupua at regional and national RTLB Cluster Manager forums, Te Mahau hui, and Principal Association meetings.

B. Service Delivery, Intake & Quality Assurance

- Oversee the equitable allocation, intake, and triage of RTLB referrals across all designated Cluster 16 schools, ensuring needs-based prioritization and adherence to SOP timelines.
- Ensure cluster-wide fidelity to ecological, collaborative inquiry models (identifying environmental/classroom factors, co-constructing goals, modeling evidence-based strategies, and reviewing outcomes).
- Protect and uphold the **RTLB Scope of Practice**, ensuring cluster staff are not deployed into out-of-scope tasks (such as relief teaching, teacher aide duties, counselling/social work/truancy services, crisis management responsibility, diagnostic assessments for disabilities, PRT mentoring, or teacher competency reporting).
- Maintain robust quality assurance processes over digital case records, data management systems (e.g., eRTLB), and cluster-wide intervention outcomes.

C. People Leadership & Capability Development

- Provide direct line management, coaching, and regular supervision for Practice Leaders and support staff, fostering a high-trust, collaborative, and reflective team culture.
- Oversee the Professional Growth Cycle (PGC), performance management, and attestation processes across the cluster.
- Identify workforce capability needs and coordinate targeted professional learning and development (PLD)—including supporting RTLBs in evidence-based approaches (e.g., UDL, Structured Literacy, Structured Mathematics, PB4L) and ensuring untrained RTLBs are supported to complete the mandatory Postgraduate Diploma in Specialist Teaching within four years of appointment.
- Manage recruitment, induction, staff wellbeing, and itinerant working logistics across Cluster 16.

D. Financial, Operational & Governance Management

- Manage the cluster's annual operational, staffing, travel reimbursement, and Learning Support Funding (LSF) budgets in partnership with the Nawton School Principal and Board, ensuring transparency and fiscal responsibility.
- Prepare and present comprehensive quarterly and annual reports to the Nawton School Board, the Cluster Advisory/Governance Group, and the Ministry of Education (Te Mahau).
- Ensure full compliance with statutory, health and safety (particularly regarding itinerant travel), privacy, and employment legislation, as well as Nawton School policies and Ministry of Education service agreements.

E. Collaboration & Relationship Management

- **Kahu Taupua:** Foster a positive, cohesive cluster culture grounded in *Mahi Ngātahi*, *Manaakitanga*, and *Kotahitanga*, encouraging open communication and collective ownership of cluster kaupapa.
- **Te Mahau & MOE Learning Support:** Maintain a strong strategic and operational partnership with Ministry of Education Te Mahau specialist teams to ensure coordinated service delivery.
- **School & Whānau Engagement:** Build trusting, professional, and culturally responsive relationships with Principals, SENCOs, LSCs, kaiako, whānau, and iwi across Cluster 16.
- **Multi-Agency Coordination:** Lead high-level liaison with external support agencies (e.g., Health/Te Whatu Ora, Oranga Tamariki, community NGOs) to streamline wrap-around support for ākonga and whānau.

6. PERSON SPECIFICATION

Essential Qualifications & Registrations

- **Teacher Registration:** Fully registered New Zealand Kaiako with a current Teaching Council Practising Certificate.
- **Leadership & Specialist Qualifications:** Substantial educational leadership experience in New Zealand schools/kura. Postgraduate Diploma in Specialist Teaching (Learning and Behaviour) and/or a relevant postgraduate educational leadership qualification is strongly preferred.
- **Driver's Licence:** Full, clean New Zealand Driver's Licence and access to a reliable vehicle for itinerant travel across Cluster 16 (reimbursed in accordance with collective agreements).

Knowledge & Expertise

- **Te Tiriti o Waitangi:** Active commitment to bicultural partnership; proven ability to authentically weave te reo Māori, tikanga, and culturally responsive pedagogy into leadership and cluster systems.
- **Inclusive Pedagogy & Frameworks:** Deep understanding of ecological inquiry, UDL principles, adaptive curriculum design, PB4L, and evidence-based approaches in Structured Literacy and Structured Mathematics, alongside working knowledge of *He Urunga Tū*, *Te Tūāpapa*, and *He Pikorua*.
- **Leadership & Management:** Proven senior leadership experience (e.g., Principal, Deputy Principal, RTLB Practice Leader, or RTLB Cluster Manager), including managing complex budgets, leading adult learners, and driving systemic change.
- **Data & Systems:** Strong competency in using cluster data systems (such as eRTLB) and assessment data to evaluate service impact, inform strategic planning, and meet reporting obligations.

Skills & Personal Attributes

- **Interpersonal & Communication:** Exceptional verbal and written communication skills; ability to navigate complex, sensitive conversations with empathy, active listening, and respect for mana.
- **Strategic & Operational Agility:** High-level organisational skills, time management, and digital proficiency to balance long-term strategic vision with daily operational precision.

- **Collaborative & Adaptive:** Ability to build consensus across diverse school cultures (Years 0–10) while modelling integrity, resilience, and collective ownership.

7. SIGN-OFF & ACKNOWLEDGMENT

Position	Name	Signature	Date
Cluster Manager	_____	_____	____ / ____ / 20__
Lead School Principal	_____	_____	____ / ____ / 20__
Presiding Member	_____	_____	____ / ____ / 20__