



## RTLb CLUSTER 36 – LEESTON SCHOOL



Selwyn Street  
Leeston 7632  
Canterbury

10 May 2018

Dear Prospective RTLb Applicant,

Thank you for your interest in a Resource Teacher Learning and Behaviour (RTLb) position in Cluster 36. The position is available due to an increased staffing entitlement the MOE has allocated the cluster.

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 58 schools spread throughout Selwyn, Darfield, Banks Peninsula, Ashburton and Mid Canterbury. The successful applicant will be hosted at Lemonwood Grove School in Rolleston.

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

Your application should outline your particular area of interest, skills and experience in meeting the needs of students who achievement in learning and behaviour is not fully being realised.

Please include scanned copies of your Teaching Degree, Teacher Registration certificate and your Driver's License. Should you be short-listed for an interview, on the day of your interview please bring with you all the original documents and qualifications listed in your CV.

Your written application should include:

- Covering letter
- Curriculum Vitae
- Completed Application form
- Scanned copies of Teaching Degree, Teacher Registration Certificate, Driver's License

Please find attached:

- RTLb Scope of Practice
- Application form – please download, and complete in your handwriting
- A map and the list of schools and Kahui Ako in Cluster 36

Email your application as one pdf document to the Cluster Manager, Sue de Ruiter:  
[sue.deruiter@rtlb36.school.nz](mailto:sue.deruiter@rtlb36.school.nz)

We hope you find the following information helpful and we look forward to receiving your application.

Lynda Taylor  
Lead School Principal, RTLb Cluster 36

## Time-Line for Appointments

DATE	DETAIL	APPLICANT ACTION
10 May	Job Advertised on-line in the Education Gazette	
10 May – 20 May	Application package can be downloaded from the Leeston School website: <a href="http://www.leeston.school.nz">www.leeston.school.nz</a>	Prospective applicants are welcome to contact the Cluster Manager, Sue de Ruiter, for further information.  Leeston School – 03 324 3493
21 May	Applications Close	Applicants email the completed application as <u>one pdf</u> document to the RTLb Cluster Manager: <a href="mailto:sue.deruiter@rtl36.school.nz">sue.deruiter@rtl36.school.nz</a>
22 May	Applicants short-listed  Applicants not shortlisted notified by mail	
23 May onwards	Interviews	
Interview conclusion	Referees contacted  Successful applicants notified  Unsuccessful short-listed applicants notified by phone  Formal written offer of appointment provided to successful applicant.	Within 5 days, the successful applicant should return to the Leeston School Board of Trustees the signed offer of appointment confirming acceptance of the position.
By negotiation		Appointee takes up position

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

**SCOPE OF PRACTICE**

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 and Service Agreement between the lead school and the Ministry.

The scope of RTLB practice includes:

- Individual students
- Groups of students
- Individual schools
- Groups of schools which could include Kahui Ako
- Inclusive practice professional development for teachers
- Ongoing and targeted support for students working long-term within level one of NZ curriculum
- Transition support for students
- Gateway assessments and education profiles
- Bilingual assessments
- Supporting secondary schools' applications for Special Assessment Conditions (SAC)
- Positive Behaviour for Learning – Incredible Years Teacher (IYT) and School Wide
- Children's Teams – as a CAN member or Lead Professional

In the course of school liaison and casework RTLB support schools with applications to other specialists and initiatives including, but not limited to:

- Speech language therapists
- Psychologists
- Audiologists
- Ongoing Resourcing Scheme (ORS)
- In-Class Support (ICS)
- Assistive Technology (AT)
- Intensive Wraparound Service (IWS)

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.

RTKB maintain close relationships with cluster schools and SENCo / learning support coordinators 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.

To ensure a seamless provision of support to schools, RTLB and Ministry of Education Learning Support staff work in partnership. Equitable roles and responsibilities are negotiated, clarified and agreed when cases are co-worked.

### Tasks outside the scope of RTLB practice include:

- 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 cluster school principal or Kahui Ako

### Professional Development (University Training)

- RTLB are required to complete the Postgraduate Diploma in Specialist Teaching endorsed in Learning and Behaviour unless they have:
  1. Been given an exemption by the Secretary of Education; or
  2. Already completed the 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
- Please check with either Canterbury University or Massey university to find out if you meet the requirements for study at Post Graduate level - training involves four papers at masters level
- Training will take place over two years.
- The cluster encourages RTLB to work for 3-4 terms as a RTLB before beginning the study

### RTLB Person specification

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

#### 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

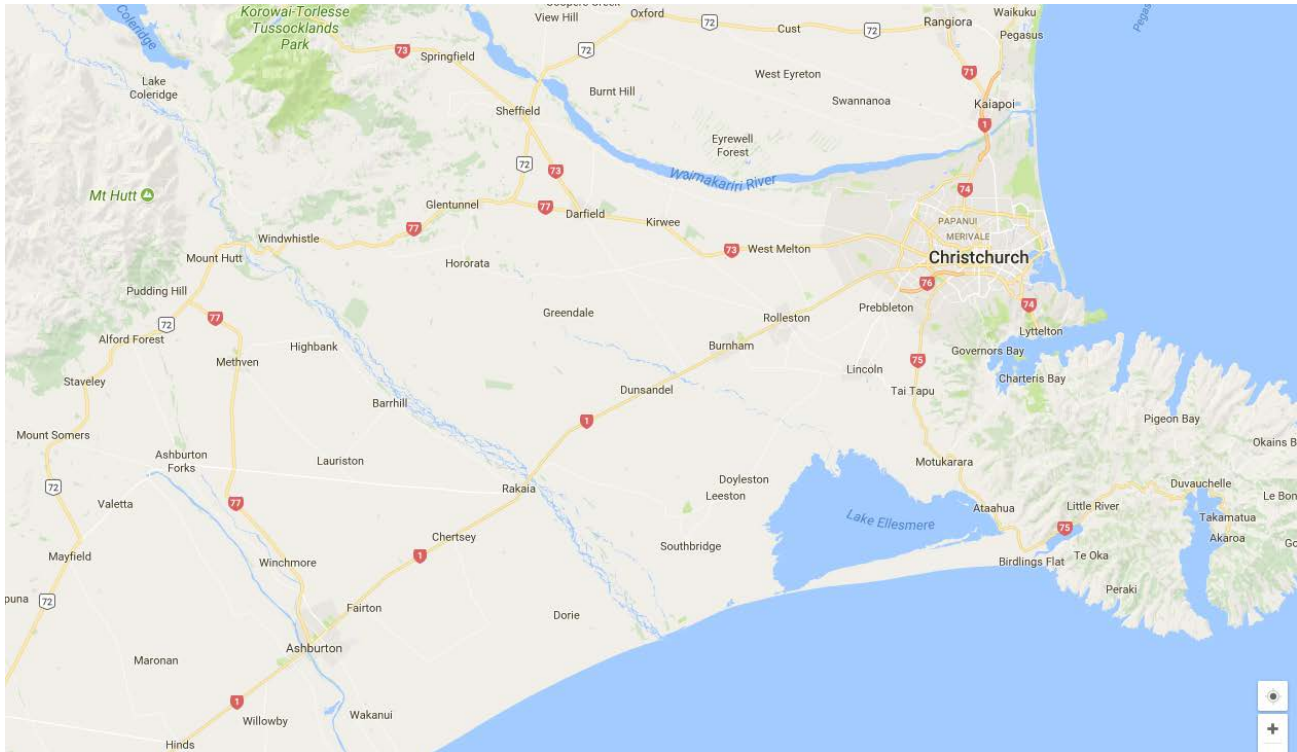
### **Highly Desirable**

- Leadership experience within a school setting eg SENCO, Deputy Principal, Assistant Principal, Senior Teacher, Literacy Leader, Maths Leader, Tutor Teacher. This position is not suitable for a beginning teacher.
- Be dedicated to the teaching profession
- Be innovative, flexible and enthusiastic
- Have had experience in Positive Behaviour for Learning (PB4L) including the Incredible Years Teacher programme and/or School Wide
- Experience with Pasifika and multi-cultural settings
- Knowledge of effective practice for raising the achievement of boys

### Schools in Cluster 36 - listed by Kahui Ako

<b>Nga Matapuna o te Waihora</b>	<b>Nga Matapuna o Nga Pakihi</b>
Leeston Dunsandel Southbridge Ellesmere College	Broadfield Ladbrooks Lincoln Primary Prebbleton Springston Tai Tapu Lincoln High
<b>Nga Peka o Tauwharekakaho</b>	<b>Malvern (Darfield)</b>
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
<b>Hakatere (Ashburton)</b>	<b>Opuke (Methven)</b>
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
<b>Hornby – across cluster Kahui Ako</b>	<b>Tipu Maia – across cluster Kahui Ako</b>
Templeton Yaldhurst Model	Akaroa Area
<b>Christian Education Network – across cluster Kahui Ako</b>	<b>Schools not currently in a Kahui Ako</b>
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:**

**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:		
Start Date: End Date:		
Start Date: End Date:		
Start Date: End Date:		
Start Date: End Date:		

**Formal Qualifications:****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 position(s) 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 task(s) or the position(s) 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 position(s) 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 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:** \_\_\_\_\_