

27 February 2018

Dear Applicant

### **Resource Teacher Learning and Behaviour**

An exciting opportunity exists for skilled and enthusiastic RTLB/teacher to join our team of RTLB working in Central Otago region. We have two permanent full time positions commencing at the start of Term 3, 2018 or when negotiated. The position includes one Management Unit plus a Special Duties Allowance.

The actual location for the RTLB position, within Central Otago, will be determined by the needs of the Cluster. The appointee may be expected to travel and work throughout the Central Lakes Uruuruwhenua RTLB Cluster as need dictates from time to time. We have a number of lease cars that are available to use for travel with the occasional exception when your private vehicle will need to be used if the cars are all booked. In this instance travel mileage will be reimbursed.

The Central Otago area needs little introduction to most New Zealanders, it is one of the special regions of Aotearoa with vibrant, caring school communities.

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

The desired time frame for the selection is as follows:

**Applications close:** 28 March

**Interviews of Short Listed Applicants:** 9-13 April

Enclosed are a job description, person specification and application forms. You will find further information about the RTLB position on the TKI and RTLB Association websites. Please fill out the Application Form with a brief covering letter and curriculum vitae that highlights your strengths in relation to the RTLB role.

***Please email your application to: [janrockliff@cromwell.school.nz](mailto:janrockliff@cromwell.school.nz)***

If we require any further documentation you will be notified in due course. Please ring me or email me if you require further information or have any queries.

Yours sincerely

Mason Stretch  
Lead Principal  
RTLB Cluster 38

<b>Resource Teacher Learning &amp; Behaviour commencing Term 3, 2018</b>
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Thank you for applying for a position with our school.

- 1 Please provide a covering letter and complete this application form personally.
- 2 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 Facetime/video or Skype call.
- 6 This application form and support documents will be held by the school. You may access them in accordance with the provision of the Privacy Act 1993.

**Application close on 28 March 2018**

### **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, Uruuruwhenua Cluster

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

**JOB DESCRIPTION: RESOURCE TEACHER: LEARNING AND BEHAVIOUR CLUSTER:**

**EMPLOYER SCHOOL: CROMWELL COLLEGE**

**Description**

A Resource Teacher: Learning and Behaviour (RTLB) may be based at a particular school but is employed by the board of trustees of 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 0-10 students in particular. The RTLB will consult and work collaboratively with Ministry of Education Special Education (SE) 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. 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 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 will be accountable to the board of the employer school through the cluster manager.

**Working relationships**

The RTLB will:

- work with staff and students in the designated schools
- work with the Special Education Needs Coordinator (SENCO) and any special needs committee in cluster schools
- work with the senior management team in cluster schools
- work closely with SE staff
- work with other agencies such as Health
- 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 programs
  - review
  - record outcomes
- 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
- 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
- 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 schools.

## **Person specification**

The successful applicant must be a trained teacher with the full New Zealand teacher registration and a current practicing 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 SE 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 drivers' license and be prepared to use own vehicle for work.

## **Additional Responsibilities**

- An RTLB may be appointed to the position of practice leader or delegated those additional responsibilities. These would be discussed with each successful applicant if applicable.



**Application Form – Resource Teacher Behaviour & Learning  
Commencing Term 3, 2018**

**Family Name** \_\_\_\_\_

**First Names** \_\_\_\_\_

**Present Position** \_\_\_\_\_

**Contact Address** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Work Phone Number :** \_\_\_\_\_

**Teacher Registration :** \_\_\_\_\_

**Cell Phone Number :** \_\_\_\_\_

**Home Phone Number :** \_\_\_\_\_

**Email address :** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Residency Status:** \_\_\_\_\_

**If you wish, please state any special qualifications, experience or strengths you feel you possess which support your application. These may be included in your covering letter.**

**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.

**Note that all Cromwell College buildings and grounds are smoke-free**

**REFEREES**

Please provide the names and address 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 (Principal, Manager, CEO etc).

**Referee One**

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Referee Two**

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Referee Three**

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

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)**