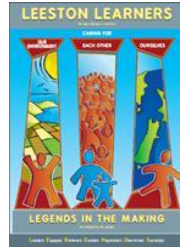




RTLb CLUSTER 36 – LEESTON SCHOOL

Information for Applicants for RESOURCE TEACHER LEARNING AND BEHAVIOUR Permanent, Full Time



7 October 2025

Dear Applicant,

Thank you for your interest in the Resource Teacher Learning and Behaviour (RTLb) permanent, full time position in Te Horanui RTLb Cluster 36. The start date for this position is 26 January, 2026.

The timetable for filling the positions is as follows:

1. Closing date for applications: Monday 3rd November 2025, 9am.
2. Interviews will be arranged with short-listed candidates to take place on Monday 10th November 2025. Please note, if you are short-listed for an interview you will need to bring all original certificates/documents to your interview.
3. Unsuccessful candidates will be informed after the appointments have been made.

For this position, Te Horanui RTLb Cluster are looking for an experienced kaiako or RTLb with a commitment to:

- honour Te Tiriti o Waitangi
- culturally responsive and affirming practices that support ākonga Māori and Pacific learners
- build effective professional relationships with a wide variety of different people and work alongside kaiako for the benefit of ākonga
- high quality inclusive practices and quality education for all, with an understanding of universal design for learning and neuro-inclusive practices highly desired
- demonstrate a flair in building positive and inclusive classroom culture and have a genuine desire to improve outcomes for all ākonga
- lifelong learning and professional growth

In addition, applicants should be able to:

- work flexibly, be creative and have a desire to learn new skills
- have knowledge of tikanga Māori and ability to speak te reo Māori an advantage
- recent classroom experience with a proven ability to deliver high quality teaching in core curriculum areas
- have a willingness to build on existing strengths and skills and share this knowledge with others
- work across Years 0-10 and must have a full NZ teacher registration and current NZ practising certificate.

Te Horanui is a dynamic and welcoming cluster on an exciting journey to implement the Learning Support Delivery Model with our MOE colleagues. In 2026, our team of 19 RTLb will provide support across a wide geographic area to 59 schools throughout Selwyn, Banks Peninsula, Malvern, Methven and Ashburton. Use of your own vehicle is required. However, the cluster does own 11 cars to support the work of RTLb driving longer distances. It is likely that the successful applicant will be hosted in our office at Lemonwood Grove School, however this is negotiable. The successful applicant must be willing to work within any of our 59 cluster schools.

RTLb training is mandatory if you do not already hold the RTLb qualification. The qualification is a Post Graduate Diploma in Specialist Teaching, endorsed in Learning and Behaviour. The qualification needs to be completed within 4 years from appointment to the position and is completed through Massey University. Please check with the university that you have the required pre-requisites for post-graduate study before applying for this position. The university study would not commence until at least 2027 and is supported through a strengths-based mentoring programme. One study day a week during university terms is provided.

Please apply by emailing **one** PDF that includes:

1. The completed application form
2. A covering letter outlining strengths, skills and experience that make you an ideal candidate
3. Your CV
4. A copy of your Teaching Council Practising Certificate, Full Driver's Licence, and teaching degree by Monday 3rd November 2025 at 9am to: **Nancy Osborn, RTLb Cluster Manager** Email: manager@rtl36.school.nz

Any queries to: Cluster Manager, Nancy Osborn

Phone number: 0223427852

We look forward to receiving your application.

Lynda Taylor
RTLb Lead School Principal
Leeston Primary School
19 Selwyn Street, Leeston

Application for Appointment Leeston School - Te Horanui RTLB Cluster 36



Position applied for

RTLB – Full time, Permanent

Personal Information:

Surname:

First name/s:

Address:

Preferred form of address – optional (circle or highlight)

Mr Mrs Ms Miss Dr

Telephone:

Mobile:

Email

Are you legally entitled to work in New Zealand?

Yes No

(Circle your response)

NOTE: If appropriate, please attach evidence of eligibility to work in New Zealand.

Teacher Registration:

Teacher Registration Number:

Expiry date:

Teaching Qualifications

Trained Teacher's Certificate

Diploma of Teaching

Degree Qualifications

RTLB Qualifications

Other Academic Qualifications

Institution	Year Awarded

Current Employment

Position Held:

Year Appointed:

School:

Location:

For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purposes of reference checking?

Yes

No

Circle one

Previous Teaching Experience (Continue on separate sheet if required)

Position & Class level	From	To	School	Reason for Leaving

Other Work Experience (Continue on separate sheet if required)

Position Held:	From	To	Employer	Relevance to this position

DECLARATIONS

Health

Have you had any injury or medical condition caused by gradual process, disease or infection that will or may affect your ability to carry out the job you for which you have applied? If, YES , please provide details:	Yes	No
	Circle one	

Mandatory RTLB Study

If appointed to the permanent position, I agree to complete the RTLB training programme within 4 years from taking up the appointment. If NO please comment below.	Yes	No
	Highlight or circle one	

Student Safety

Have you been the subject to any concerns related to student safety? If, YES , please provide details:	Yes	No
	Circle one	

Convictions against the Law

Have you ever been convicted of, or are currently awaiting the hearing of any charges, for any criminal offence (apart from minor traffic convictions) or otherwise know of any reason why you should not be employed to work in the school/education environment? If you answered YES , please provide the date and details of the offence, or other reasons, together with any comments you may wish to make. Please note: <ol style="list-style-type: none">1. You may be asked to provide a copy of the relevant Court record(s) obtainable from the Registrar of the Court concerned.2. Failure to provide correct and true details of any conviction or reason for possible unsuitability will make you liable to dismissal from the employment of Leeston School Board of Trustees, should you be the successful applicant.	Yes	No
	Circle one	

Please Note:

The Leeston School Board of Trustees reserves the right to contact authorities to verify any claim made.

Driver's Licence

Do you have a current New Zealand Driver Licence and are fully qualified with no restrictions? If NO please comment below.	Yes	No
	Circle one	

Use of own car

If appointed to the position, do you agree to use your private (fully insured, registered, with current Warrant of Fitness and in warrantable condition) motor vehicle to enable you to carry out your duties? If NO please comment below	Yes	No
	Circle one	

Referees

Please provide names, addresses and contact number of three (3) referees who can attest to your professional skills.

	1st		2nd		3rd	
Name						
Position						
Address						
Telephone Numbers	Mobile		Mobile		Mobile	
	Home		Home		Home	
	Work		Work		Work	
Email	Referee's Email address		Referee's Email address		Referee's Email address	
Capacity in which you have known this referee.						

I consent to the school seeking verbal or written information on a confidential basis about me from representatives of my previous employers, referees and other persons, as necessary, for the purpose of ascertaining my suitability for the position for which I am applying.

I understand that the information received by the school is supplied in confidence as evaluative material and will not be disclosed to me.

Signature:

Date:

Declaration

I solemnly and sincerely declare that, to the best of my knowledge the information provided in this application and in my curriculum vitae enclosed, is accurate and I understand that if any false or misleading information is given, or any material fact suppressed, I will not be employed, or if I am employed, my employment may be terminated. I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection, can result in my loss of entitlement for any compensation from ACC.

Applicant's Signature

Date

RESOURCE TEACHER LEARNING AND BEHAVIOUR – CLUSTER 36

EMPLOYER SCHOOL: LEESTON PRIMARY



JOB DESCRIPTION

Name:	
MOE number:	
Registration No:	Registration Type:
Expires:	

Description of RTLB role in the Cluster:

RTLB are employed by the Board of Trustees of the Lead School employer for the cluster, Leeston Primary School. The RTLB work across schools in a designated cluster of schools, providing support for schools and teachers in relation to year 0-10 students whose achievement is at risk of not being fully realised within the education system. The RTLB will consult and work collaboratively with the Ministry of Education Learning Support staff. RTLB will have an excellent knowledge of the NZC.

The role will include demonstrating practice, strategy or techniques so that:

- Students receive appropriate learning programmes catering for their diverse needs including learning goals and behaviour management on an on-going 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 Trustees of the employer school through the Cluster Manager.

Responsibilities

Compliance with cluster practice

- Focus on positive outcomes for students.
- Provide a consistent professional standard of evidence-based practice.
- Follow the intervention sequence described in the practice section of the RTLB Toolkit

Collaboration

- Engage in a collaborative, consultative process in partnership with the student(s), kaiako/teachers, parents/whānau/family, and other relevant agencies.
- Collaborate with Learning Support (MOE) to provide a seamless continuum of flexible support for students.

Reporting

- Case records include evidence of the outcomes of RTLB interventions.
- Ensure reporting clearly identifies ākonga Māori and Pacific learners.
- Have a robust data gathering, planning and reporting cycle.

Professional Learning

- Attain the RTLB qualification, the Post Graduate Diploma of Specialist Teaching endorsed in Learning and Behaviour, within four years of appointment to RTLB position.
- Participate in on-going professional learning aligned to the cluster strategic plan.
- Ensure, in mainstream settings, that the needs of ākonga Māori and the needs of Pacific students are effectively planned for.

Relationships

- Value collegial support.
- Understand that iwi/whānau have a strong interest in the achievement of all ākonga Māori and develop effective relationships with iwi/whānau so that effective advice and information is shared.
- Provide mentoring and coaching when needed.
- Maintain professional, trusting, respectful relationships at all levels.
- Collaborate with kaiako/teachers, parents, families/whānau and relevant community organisations.
- Communicate with clarity and openness.

RTLB roles do not include undertaking individual kura/school-based work such as:

- 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 school principal or Kāhui Ako

Person specification

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

- strong interpersonal and communications skills to allow for full and comprehensive consultation and effective teacher support
- commitment to biculturalism and to meeting the needs of ākonga Māori
- 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 Standards for the Teaching Profession
- empathy with students who have learning and/or behavioural challenges
- sound knowledge of the NZ curriculum and 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 Learning Support (MOE) staff, and other professionals and/or agencies
- ability to work with, and provide professional support for staff and families/whānau in cluster schools
- a current clean full drivers' licence and be prepared to use own vehicle for work
- solution focused
- knowledge of, and commitment to, inclusive practices

Signed:

Date: