



RTLB CLUSTER 13 – PUKEKOHE INTERMEDIATE SCHOOL

16 October 2026

Dear Applicant,

Thank you for your interest in the full time, permanent RTLB position in Ngā hau e Whā Papakura/Franklin RTLB Cluster 13.

Our team of 33 RTLB provides support across a wide geographic to 69 schools covering the Awhitu Peninsula/ Waiuku and surrounding areas, Onewhero/Tuakau (North Waikato), Kaiaua (Hauraki Plains), Pukekohe through to Papakura and bordering Takanini. Our RTLB includes both Primary and Secondary trained experienced teachers.

This position attracts a base salary + 1 permanent management unit and a special duties allowance.

Timeline for the appointment process:

1. Closing date for applications: 2.11.26
2. Shortlisting and candidates notified: 4.11.26
3. Interviews: by end of week 5
4. Position appointed and advised: By 16.11.26
5. Start date for the position: 26.01.27
6. Unsuccessful candidates will be informed via email after the appointment has been made.

Please direct enquires, and apply with a completed application form, covering letter and CV to c_humber@rtlbcluster13.school.nz

You will be notified via email upon the receipt of your application and then accordingly as the timeline states above.

Ngā mihi nui
Clare Humber



Clare Humber
Cluster Manager
Ngā hau e whā Papakura/Franklin Cluster 13
028 850 01552
Box 768, Pukekohe, Auckland 2340

Ngā Hau e Whā Papakura/Franklin RTLB Cluster 13

Job Description: Resource Teacher: Learning and Behaviour

A Resource Teacher Learning and Behaviour (RTLB):

- As a specialist, itinerant teacher, RTLB work across schools in a designated cluster of schools in Years 2-10. Find out more about the [RTLB Service](#)
- RTLB are employed by the board of trustees of the lead school employer for the cluster - **Pukekohe Intermediate School** with delegated authority to the Cluster Manager
- RTLB may be based at a school other than the employing school and can work anywhere across the cluster
- Is a trained, experienced teacher with full New Zealand Registration with a current practising certificate
- RTLB are responsible for providing the RTLB service in cluster schools/kura in accordance with Ministry requirements [Resource Teachers: Learning and Behaviour - Ministry of Education](#)
- RTLB work alongside teachers, leaders and whānau to strengthen inclusive teaching practice and improve learning, engagement and participation for ākonga, within the context of Te Mātaiaho, The New Zealand Curriculum and Te Marautanga o Aotearoa
- RTLB work with families/whānau, teachers and schools/kura and clusters of schools to help mokopuna fulfil their learning potential when barriers they face exceed the support from general classroom education and related resources
- RTLB provide universal, targeted, and individualised support for individual learners, groups of learners, individual schools, and groups of schools. In some cases, this includes working directly with learners when support is requested by the school to develop sustainable solutions for the learner, their family/whānau, and the school.

Purpose of the Position

There are core beliefs that underpin RTLB work:

- The most effective way to make gains for mokopuna is by taking a holistic, strengths-based approach that enhances the mana of the individual and their community by focusing on their strengths and their potential to address challenges.
- RTLB works in partnership with educators and whānau to find solutions that support mokopuna. They build educators' and schools' inclusive practice.
- Support is based on what best meets the needs of the mokopuna and their whānau in the context of their local learning and community environments

RTLB facilitate change by:

- adhering to the principles of [He Pikorua](#)
- Working collaboratively with educators, leaders, whānau, and agencies to provide **practical, hands-on support** in classrooms while building the inclusive capability of teachers and schools.
- **Modelling effective practice, strategies, and techniques** to support inclusive teaching and learning
- **Delivering evidence-based support and interventions** aligned with learner, classroom, and school needs
- **Undertaking appropriate screening and data-gathering processes** to inform interventions, while not conducting diagnostic assessments
- Working as a member of a team to develop, share, and achieve **mutually agreed goals**
- Keeping mokopuna and their whānau at the centre of decisions, actions, and practices that affect their interests, goals, and wellbeing
- Actively seeking to understand and respect the **cultural beliefs, values, and contexts** of those they work with, and maintaining trusting, professional relationships with schools/kura, whānau, communities, and community agencies
- **Collaborating with local agencies and services** to support timely access to appropriate supports

- **Supporting transitions for learners**, including planning collaboratively across schools, year levels, language settings, and services at key transition points

Accountability

The RTLB will be accountable to the School Board of the employer school; Pukekohe Intermediate School, through delegated authority to the Cluster Manager.

RTLB will adhere to and be guided by the following:

- [RTLB Operating Standards and Procedures](#)
- [He Pikorua](#)
- Pukekohe Intermediate School School Docs
- RTLB Cluster 13 Policies and Procedures – Operational Document and Staff Handbook
- [Teaching Council of Aotearoa NZ Code and Standards](#)

Working relationships

The RTLB will:

- abide by the Code and Standards **Code of Professional Responsibility and Standards for the Teaching Profession**
- work with staff and students in the designated schools
- work with identified staff in cluster schools
- work with the senior management team in cluster schools
- work closely with MOE Learning Support
- work with other agencies such as Health
- in conjunction with the school and classroom teachers, liaise with students' families.
- work cooperatively within the Nga Hau e Wha Cluster 13 team
- collaborate with kaiako/teachers, staff, families/whanau and other relevant organisations
- maintain professional relationships
- liaise with designated schools

Responsibilities

- RTLB practice is guided by the RTLB Operating Standards and Procedures (OS&P) and is focused on strengthening inclusive teaching and learning to improve access, participation, engagement and outcomes for ākonga. RTLB work collaboratively with kaiako, school leaders, whānau and other professionals, within the context of The New Zealand Curriculum and Te Marautanga o Aotearoa.
- RTLB are responsible for supporting the goals in the cluster's strategic & annual plan

Reporting

- RTLB will provide regular caseload updates as part of Practice Supervision with your Practice Leader
- **Planning, Preparation and Paperwork:** All RTLB will use Schoolgate Case Management to record all casework and RTLB Liaison work in liaison schools. RTLB must maintain casework weekly and keep an up to date, comprehensive file of their case management on Schoolgate. He Pikorua guides RTLB practice.
- **Calendar requirements and expectations:** RTLB will use electronic Google Calendars to show all aspects of RTLB work. Google calendars are for health and safety purposes, to reflect travel and place of work.

Person Specification

A Resource Teacher Learning and Behaviour must be a trained, experienced teacher with full New Zealand Registration with a current practising certificate.

RTLB appointed to permanent positions must either:

- have a recognised RTLB qualification or *must* hold a degree and have *confirmation* that to meet the entry requirements to enrol in [Massey's Postgraduate Diploma in Specialist Teaching](#) in order to complete the mandatory RTLB training/qualification within four years of appointment
- Meet the RTLB indicators for Our Code Our Standards (*Code of Professional Responsibility and Standards for the Teaching Profession*)
- Have a current clean drivers' licence and RTLB must be prepared to use own vehicle for work

Important notes for applicants

Thank you for applying for this position with our school. Please ensure you refer to the job description included before completing this application.

1. Please fully complete this form personally. Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a *curriculum vitae* (CV) containing any additional information. If you include written references, please note that we may contact the writers of the references.
3. Copies only of qualifications certificates, teacher registration certificate and drivers licence should be attached. If successful in your application you will be required to provide originals as proof of qualifications.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
 - You did not serve a custodial sentence at any time (this would include serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
 - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
 - You have paid any fine or costs.

Custodial sentences include a sentence of preventive detention and corrective training. Non-custodial sentences include fines, reparation orders, community-based sentences and suspended sentences. Please note that you are not obliged to disclose convictions if you are an eligible individual but can do so if you wish. If you are uncertain as to whether you are eligible, contact the Ministry of Justice.

8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

OFFICE USE ONLY: This page must be retained on file as part of the application; it must not be removed or destroyed.

Pukekohe Intermediate School – Ngā Hau e Whā Franklin/Papakura RTLB Cluster 13
Application for Appointment

Position applied for	Employer
RTLB, full time, permanent	Pukekohe Intermediate School

Preferred form of address

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Or other preferred title

Surname	First name/s

Address

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Telephone

Home:	Mobile:

Are you legally entitled to work in New Zealand?	YES	NO
NOTE: If appropriate, please attach evidence of eligibility to work in New Zealand.	Highlight or circle one	

Teacher Registration (please provide a copy of your practising certificate with this application)

Registration Number:	Expiry Date:

Teaching Qualifications

	Institution	Year Awarded
Trained Teacher's Certificate		
Diploma of Teaching		
Degree Qualifications		
RTLB Qualifications		
Other Academic Qualifications		

Current Employment

Position Held:	
Year Appointed:	
School:	

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

YES**NO**

Highlight or circle one

Previous Teaching Experience

Position	From	To	School	Reason for Leaving

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 for which you have applied? If **YES**, please provide details:

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**

Highlight or circle one

Convictions against the Law

Have you ever been convicted of any criminal offence? <i>Convictions that fall under the clean slate scheme do not have to be disclosed</i> If YES , please provide details and note that you may be asked to provide a copy of the relevant court records:	YES	NO
	Highlight or circle one	

Have you ever been convicted of a driving offense which resulted in temporary or permanent loss of license or imprisonment? If YES , please provide details and note that you may be asked to provide a copy of the relevant court records:	YES	NO
	Highlight or circle one	

Have you ever received police diversion? If YES , please provide details and note that you may be asked to provide a copy of the relevant court records:	YES	NO
	Highlight or circle one	

Are you awaiting sentencing/currently have charges pending? If YES , please provide details:	YES	NO
	Highlight or circle one	

Please Note: The Board reserves the right to contact authorities to verify any claim made.

Drivers Licence (Please provide a photocopy of your licence attached to this application)

Do you have a current New Zealand Drivers Licence and are fully qualified with no restrictions? If NO , please provide details:	YES	NO
	Highlight or 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:	YES	NO
	Highlight or 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:	YES	NO
	Highlight or circle one	

Referees

Please provide names, addresses and contact numbers of three referees who can attest to your recent professional teaching practice, **one of whom must be your current your current Principal.**

	1st	2nd	3rd
Name			
Position			
Address			
Preferred Phone (mobile, home, work)			
Email address			
Capacity in which you have known this referee			

[illegible]

Declaration

I (full name) 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: