



CLUSTER OFFICE Frimley School

Monday 19th October 2026

Dear Applicant,

Thank you for your interest in the permanent full-time RTLB position as advertised in the New Zealand Education Gazette.

Be aware that:

- The successful appointee will initially be based in a "cluster" school and may be required to work in schools in the Hastings District (urban and rural schools) and/or in the Central Hawke's Bay District (urban and rural schools.)
- Applicants must be New Zealand registered teachers with a Bachelor degree (or recognised equivalent qualification), a current Practising Certificate and must be RTLB trained **OR** willing and capable of the study to meet the requirements to successfully achieve RTLB postgraduate diploma.
- The position will commence at the beginning of Term 1 2027
- The successful applicant will come under the NZEI Teacher Collective Employment Agreement (unless they opt for an Individual Employment Agreement).

Your application:

Please provide a covering letter with your completed application form and any supporting information of your choice.

Further information:

The Lead School (employing school) is: Frimley Primary School.
The Lead School Principal is: Rohan Pearce

Send applications to:

By email (Headed "Job Application") to: jjohnson@tukitukirtlb.org.nz

By hand (Marked "Confidential") to: Julia Johnson
Cluster Manager
Tukituki RTLB Service
C/- Frimley School
Frimley Road
HASTINGS 4120

For further information contact the cluster manager as listed in the footer below.

Yours faithfully

Julia Johnson (Cluster Manager)

Cluster Manager	Julia Johnson
Lead School	Frimley Primary
Principal	Rohan Pearce
School Telephone	06 878 8757
Email	jjohnson@tukitukirtlb.org.nz

Mailing Address:	The Manager
	Tukituki RTLB Service
	Frimley School
	Frimley Road
	Hastings 4120



KA WHĀNGAIA, KA TUPU, KA PUĀWAI
That which is nurtured will grow and blossom

RTLb INDIVIDUAL JOB DESCRIPTION

Name:

MOE No:

Registration No:

Registration Type:

Expires:

TUKITUKI RTLb SERVICE:

RTLb Cluster 23

EMPLOYING SCHOOL:

Frimley Primary School (2563)

GENERAL

General Description

The Resource Teacher Learning and Behaviour (RTLb) is employed by the Frimley Primary School Board of Trustees. The RTLb will work across schools in the Tukituki RTLb Cluster of schools, providing support for Year 1-10 students. The RTLb will consult and work collaboratively with Ministry of Education staff.

Purpose of the position

The RTLb will provide itinerant specialist support to students, teachers, and work with families, in order to improve the education outcomes for students with learning and/or behaviour difficulties. The role may include teaching directly, demonstrating practice,

strategy or techniques so that:

- Students receive appropriate learning programmes and behaviour management on an on-going basis
- Teachers can use the skills they have acquired with these and other students with similar needs.

Accountability

The RTLB is accountable to the Frimley Board of Trustees through the lead school principal.

Key tasks

The key tasks of the RTLB are to:

- work flexibly within a designated cluster of schools;
- work within the operational procedures consistent with the agreed policies and needs of the cluster, in conjunction with cluster management and national guidelines;
- receive and process referrals, as described in the cluster Operational Document
- work collaboratively, within the ecological model He Pikorua with class teachers, relevant staff and MOE Learning Support 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 programmes
 - review
 - record outcomes and impact of service interventions and delivery
- support teachers with assessment, analysis and evaluation;
- report regularly to the principal of the employer school and cluster management 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; Schoolgate case logs and data to be kept up to date
- assist with transitions of designated students between classes and schools.

Professional Responsibilities

The professional responsibilities of the RTLB are to:

- Abide by and support the lead school's governance and management policies
- Conduct professional practice in accordance with the RTLB Professional Practice Toolkit
- Complete RTLB Postgraduate Diploma in Specialist Teaching (Learning and Behaviour) within four years of appointment
- Participate in an annual Professional Growth Cycle to show you are meeting the Standards for the Teaching Profession and continuing to grow as a professional
- Develop and maintain effective, professional and trusting relationships with colleagues within the RTLB Team
- Participate actively in professional learning aligned with the cluster strategic plan and Professional Growth Cycle
- Seek out and engage in new practices, research, theory and projects that will enhance both individual and collective capital of the cluster
- Actively engage with Cluster Peer supervision and professional learning

- conversations
- Provide open and reciprocal communication across the whole Tukituki RTLB Team and cluster schools
- Contribute actively to the positive culture of the Tukituki RTLB Team

Person specification

The RTLB will have:

- New Zealand teacher registration number and a current New Zealand teacher practising certificate;
- a current "clean" drivers' licence and be prepared to use own vehicle for work;
- confidence and competence in using communication technology
- the ability to meet the Standards for the Teaching Profession; and
- will demonstrate: a strong interpersonal and communication skills to allow for full and comprehensive consultation and effective teacher support;
- a commitment to biculturalism and inclusive education;
- a commitment and ability to engage and work with Maori learners and with their whanau and iwi
- a commitment to understanding the needs of students from different cultures, and a demonstrated willingness to provide services that are culturally responsive;
- empathy with students who have learning and/or behaviour difficulties;
- a sound knowledge of the New Zealand curriculum framework;
- the ability to use a range of appropriate assessment tools;
- the ability to identify, implement and evaluate a range of educational and management approaches to meet students' and teachers' needs;
- the ability to assist others to implement suitable interventions;
- the ability to liaise and work with Ministry of Education; Learning Support staff, and other professionals and/or agencies; and
- the ability to work with, and provide professional support for staff, families and whānau, in the cluster schools.

Signed:

Name	Position	Date
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