

20th October 2026

Dear Applicant

Thank you for your interest in the advertised RTLB position in NCRTL Cluster 33, employed by Kaiapoi North School. **There are two permanent RTLB positions available for 2027.** The host school is yet to be determined, however it is likely to be in the Kaiapoi or Rangiora area. The start date for this position will be Thursday 28th January 2027.

The successful applicant will be an experienced NZ registered teacher and have a current practicing certificate. The RTLB will also meet the experienced teacher standards.

Please refer to the attached job description for a clear indication of what this role entails.

We will be shortlisting and interviewing applicants for the position within the timeline included in this package.

For this position we are also looking for kaiako with:

- enthusiasm, flair and innovation
- the ability to work alongside kaiako for the benefit of our ākonga
- a commitment to the NCRTL Cluster 33 mission statement and vision www.ncrtlb.school.nz
- knowledge of tikanga and ability to speak te reo an advantage
- proven experience in the delivery of core curriculum areas
- a strength in meeting ākonga where they are at, experience in Collaborative Proactive Solutions approach would be an advantage
- recent experience working across a range of year levels
- an ability to work co-operatively as a team member and across Learning Support Networks
- an openness to accept responsibilities that will take advantage of existing skills, and
- a willingness to develop new skills

In preparing your application please briefly highlight your personal strengths, skills and experience in relation to the above attributes. We are looking for a RTLB who has the desire to work within a team to make a real difference for the ākonga who attend our North Canterbury schools.

Applications close with:

Kelly McGowan
RTLB Cluster Manager
Kaiapoi North School
278 Williams St
Kaiapoi 7630

Anticipated Appointment Timetable

Closing Date:	Monday 16th November, 4:00pm
Short-listed Applicants will be advised by:	Wednesday 18th November 2026
Interviews	Tuesday 24th November 2026
Appointments confirmed	27th November 2026

Your application should include

- Covering letter describing what you could bring to this position
- The enclosed completed application form
- Curriculum Vitae information

Please note: All relevant forms, in particular the **Declaration** form, must be signed. The application can be scanned and emailed to ncrtlb@gmail.com or sent in hard copy. If you wish the material you send to be returned please include a self-addressed envelope.

Applications will be processed as they arrive and potential shortlist candidates may be invited to discuss the position further.

If you have difficulty printing the application forms please contact the school office Phone (03) 327-8803 and a hard copy will be forwarded to you.

Please note the applications close - **4:00pm Monday 16th November**

Yours sincerely

Kelly McGowan

RTLB Cluster Manager

On behalf of the Kaiapoi North School Board

Felicity Fahey

Acting Principal

North Canterbury RTLB Application Form

Position applied for:	Permanent RTLB position – 2027
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Personal Details	
Surname	
Given names	
Address	
Contact phone:	

Registered Teacher Status	
Registration No.	

Present Teaching Position	
School	

Other teaching positions / experience		
School	Type/level of position	Dates appointed

Formal qualifications obtained (completed or part completed)

Qualification	Institution	Date obtained or current progress

Confirmation

1. I certify that the information given in this application is, to the best of my knowledge, correct. I understand that the claims made in my application may be checked.
2. I am currently registered to teach in New Zealand
3. In accordance with the Privacy Act, I authorise the Kaiapoi North School Board of Trustees to obtain further information from the referees listed in this application and I consent to the referees disclosing such information to the Board.
4. I authorise the Board of trustees to make inquiries in relation to my application and consent to the disclosure of information to the Board by such persons to whom enquiry is made, on matters pertinent to this appointment.
5. If appointed to the position, I agree to complete the Postgraduate Diploma in Specialist Teaching (Learning and Behaviour) within 4 years of starting the position.
6. Offence against the law. Cross out the statement that doesn't apply to you.

☐ I have never been convicted of an offence against the law, (excluding minor traffic convictions).
☐ I have a current clean full drivers licence
☐ I have been convicted of an offence against the law. (Please give details and dates):

Applicant's Signature:

Date:

Referees

Please provide the names and contact details of three referees below. Referee's reports are confidential to the appointments committee. Referees will only be contacted for candidates who are short-listed. The cluster reserves the right to contact previous employers.

Referee's Details	
Full Name	
Position	
Relationship to the applicant	
Contact Telephone - Work:	
Contact Telephone - Private:	
Contact Telephone - Mobile	

Referee's Details	
Full Name	
Position	
Relationship to the applicant	
Contact Telephone - Work:	
Contact Telephone - Private:	
Contact Telephone - Mobile	

Referee's Details	
Full Name	
Position	
Relationship to the applicant	
Contact Telephone - Work:	
Contact Telephone - Private:	
Contact Telephone - Mobile	

TITLE: RESOURCE TEACHER: LEARNING AND BEHAVIOUR

CLUSTER: 33

EMPLOYER SCHOOL: Kaiapoi North School

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 Learning Support 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 moderate learning and/or behaviour challenges. 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 Kaiapoi North School through the cluster manager.

Working relationships

The RTLB will:

- work with staff and students in the designated schools
- work alongside SENCO, LSCs and Tumuaki and any learning support teams in cluster schools
- work with the senior management team in cluster schools
- work collaboratively with MOE Learning Support staff
- work with other agencies such as Health
- in conjunction with the school and classroom kaiako, 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 requests for support, as described in the cluster RFS process
- work collaboratively, within an ecological model, with class kaiako, 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 as outlined in He Pikorua framework and in line with the RTLB OS&Ps.
- 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 practising 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 have the pre-requisite qualifications, capacity and willingness to undertake and attain the RTLB qualification
- empathy with students who have learning and/or behaviour challenges
- sound knowledge of the New Zealand Curriculum
- familiar with a range of assessment tools
- familiar with digital technology that supports students engaging in learning
- 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 current clean full drivers' licence and be prepared to use own vehicle for work.