

**Application for Resource Teacher of Learning and Behaviour
Te Huinga Raukura ki Manurewa Cluster 12
Manurewa East School**



Thank you for applying for this position in the RTLB cluster. This page contains information about the application process.

* **(Please note Manurewa East School is the Lead School and therefore is the employer)**

IMPORTANT NOTES FOR APPLICANTS

Thank you for applying for a position with our school. Please read the Job description provided before completing this application.

For further information see <http://rtlb.tki.org.nz/Professional-practice>

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. 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 Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.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:
 - a) You have not committed any offence within 7 [consecutive] years of being sentenced for the offence;
 - b) You did not serve a custodial sentence at any time [this would exclude serious offences such as murder, manslaughter, rape and causing serious bodily harm];
 - c) The offence was not a specified offence [specified offences are in the main sexual in nature];
 - d) 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. All applicants will be checked in accordance with the Vulnerable Children's Act.
9. 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.

If you have any queries, please contact the person cited in the advertisement.

For Office use only

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

APPLICATION FOR APPOINTMENT

Position Applied for	Location	Vacancy/Reference No.

Tick One

Mr	<input type="checkbox"/>
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Mrs	<input type="checkbox"/>
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Ms	<input type="checkbox"/>
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Miss	<input type="checkbox"/>
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Or other preferred title _____

Surname/Family Name	First Names [in full]

Full Postal Address

Contact Telephone Numbers		
Private:	Business:	Mobile:
Email address:		

Please tick the appropriate boxes

Are you a New Zealand Citizen?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If not, do you have Resident status, or	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
A current Work Visa	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have a current New Zealand driver's licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Have you ever had a criminal conviction <i>[Convictions that fall under the clean slate scheme do not have to be disclosed]</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'Yes' please detail:				

Have you ever received a police diversion for an offence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'Yes' please detail:				

Have you been convicted of a driving offence that resulted in temporary or permanent loss of licence, or imprisonment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If 'Yes' please detail:				

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<p>Are you awaiting sentencing/currently have charges pending? If 'Yes' please state, the nature of the conviction/cases pending:</p>	Yes		No	

<p>In addition to other information provided, are there any other factors that we should know to assess your suitability for appointment and ability to do the job? If 'Yes' please elaborate:</p>	Yes		No	

<p>Have you had any injury or medical condition caused by gradual process, disease or infection, such as occupational overuse syndrome, stress or repetitive strain injuries, which the tasks of this job may aggravate or contribute to? If 'Yes' please detail:</p>	Yes		No	

Educational Qualifications

Please state your tertiary level qualifications:
Please state any other qualifications that relate to the position:

Employment History (if included in your CV there is no need to repeat this information)

Please outline most recent employment history, beginning with current or latest employment.

Period Worked	Employer's Name	Position Held	Reason for Leaving



RTL B may be based at a particular school but is employed by the board of trustees of lead school employer for the cluster. The RTL B 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 RTL B will consult and work collaboratively with Ministry of Education Learning Support (LS) staff.

Purpose of the position:

The role of the RTL B 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 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 Co-ordinator (SENCO) and any special needs committee in cluster schools
- work with the senior management team in cluster schools
- work closely with LS staff
- work with other agencies such as Health
- in conjunction with the school and classroom teachers, liaise with students' families.

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 Service (RFS), as described in the cluster RFS process
- work collaboratively, within an ecological model, with class teachers, relevant staff and LS to manage the behaviour and/or address the learning difficulties of a whole class, a group, or individual students and to identify needs, to set goals, to implement intervention/s, to monitor progress and assist teachers to adapt or implement programmes, to review and record outcomes
- 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 specifications:

The successful applicant must be a trained teacher with the full New Zealand teacher registration and a hold 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
 - 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 LS 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
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Provide information on how you meet each of these attributes and abilities (person specifications) in the table below. Please fill this out in full. You may also wish to include other skills and abilities that are not included in the list but which you feel would add to your application.

You may add / delete rows in the table below if necessary.

Knowledge / skill / attribute / personal characteristic	Past roles in which you have demonstrated this knowledge / skill / attribute / personal characteristic	What did you do / achieve which demonstrated this?
Strong interpersonal and communication skills		
Culturally responsive		
Effective use of Assessment and data		
Inclusive Practice		
Ability to collaborate and work in a team		
Mentoring and coaching skills		
Ability to liaise and work with a diverse range of people		
Sound Knowledge of the New Zealand Curriculum		

Referees

Please provide the names of three people who could act as referees for you. At least one of these should be able to attest to your work performance. If you have included written references from people other than those recorded below, please note that we may contact the writers of these references.

You must provide at least 2 but preferably 3 referees who are not related to you. We request contact details that include a landline or work number. Two of your referees should be your immediate past employer and your current employer.

If you are reluctant to provide your current employer, can you please state the reasons why?

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Referee's Details

Name	Address	Telephone	Relationship [e.g. HOD / Principal]

Authority to approach other referees?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>I authorise the Board, or nominated representative, to approach persons or the Education Council, other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position.</i>				

I certify that the information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be liable to be dismissed.

I confirm in terms of the Privacy Act 1993 that I have authorised access to referees.

Signature _____

Date _____

Note – If completing this form electronically, you will be required to submit a signed copy if you are selected for interview.

- All application documents should be submitted in **electronic form via email** to The Cluster Manager s.gilfillan@rtlbcluster12.school.nz with RTL Application in the subject line. Applications close at **4.00pm on 30th July 2020**
- Timeline for appointment process
 - 27 June 2020 Vacancy listed
 - 30 July 2020 Applications close 4.00pm
 - 31 July 2020 Shortlisting and applicants notified, and interviews scheduled