



# TARADALE INTERMEDIATE SCHOOL

Te Kura Takawaenga o Otatara

Tel: (06) 844 7264 Fax: (06) 844 6822 E-mail: [admin@taradaleint.school.nz](mailto:admin@taradaleint.school.nz)

## Application for Resource Teacher of Learning and Behaviour position Taradale Intermediate School lead school.

**Instructions:** Complete all sections of this application form even though they may be duplicated in your Curriculum Vitae. Please send a current CV, along with the completed application form to: The RTLB Cluster Manager, Taradale Intermediate School, 6 Murphy Road, Taradale, Napier 4112 or email [nigelf@taradaleint.school.nz](mailto:nigelf@taradaleint.school.nz) Mark application 'Confidential'. Applications close 22<sup>nd</sup> November 2018

### Personal Details

|                |                 |             |                |       |
|----------------|-----------------|-------------|----------------|-------|
| Name           | _____           | _____       | _____          | _____ |
|                | Surname         | First Names | Preferred Name |       |
| Postal Address | _____           |             |                |       |
|                | _____           |             |                |       |
|                | _____           |             |                |       |
|                | _____           |             |                |       |
| Telephone No:  | Home _____      | Work _____  |                |       |
|                | Cellphone _____ |             |                |       |
|                | Email _____     |             |                |       |

### Teacher Registration

Status (Please tick the appropriate box)

- Registered Teacher
- Provisionally Registered Teacher
- Applying for Registration

Practising Certificate No: \_\_\_\_\_ Expiry Date \_\_\_\_\_



## Person Specification

The successful applicant will be chosen using the following criteria. **Please write specifically to each of the criteria below.** Continue on extra sheet if required.

1. *Excellent, enthusiastic teacher holding current NZTC registration.*
2. *In-depth current knowledge of behaviour and learning strategies including current trends in pedagogy, curriculum content, assessment, behavioural interventions etc. for Year 1 – Year 10 students.*
3. *Either a trained RTLB or eligible and keen to undertake RTLB training.*
4. *Commitment to making a positive difference for students having difficulties with learning and / or behaviour.*
5. *Resourceful and optimistic approach including working from a positive strengths-based perspective when working with students, teachers, SENCOs, principals, other RTLB and management.*
6. *Excellent communication and interpersonal skills both written and oral.*
7. *Evidence of positive team work – enhancing and supporting the team.*
8. *Evidence of being able to work alongside other teachers collaboratively to effectively make changes to the educational environment.*
9. *Appropriate ICT skills and knowledge.*
10. *Evidence of undertaking on-going professional development and keeping abreast of current research and curriculum changes.*
11. *Evidence of persistence and success when working with students who struggle to learn.*
12. *Ability to enhance the strengths and skills of the current team of RTLB working in the Ahuriri RTLB Service.*
13. *Commitment to meeting the needs of Maori students and able to work in a culturally appropriate way with all students.*
14. *A current clean full driver's licence and be prepared to use own vehicle for work.*
15. *Evidence of exemplary interpersonal relationships.*

## Job Description

*The RTLB will be expected to be self-motivated and work a solid 40 hour week, meeting all deadlines, fulfilling all expected tasks including attending meetings in the evening on occasion and managing their workload successfully.*

*The terms and conditions of employment are those defined in the Primary Teachers' Collective Agreement.*

*Appraisal – The RTLB will be appraised annually. The RTLB will be involved in reflection and inquiry processes that will inform the appraisal process.*

*Accountability - The RTLB will be accountable to the board of the employer school through the Cluster Manager.*

*RTLB Role - 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 who are not realising their learning and behaviour achievement potential.*

## The key tasks of a RTLB are to:

- *work flexibly within different schools.*
- *work collaboratively, within an ecological model, following the RTLB Professional Practice Toolkit.*
- *make intervention decisions that are evidence based.*
- *follow Cluster practices and processes.*
- *liaise with SENCO, principals and teachers requesting support and work with students and schools.*
- *support teachers to make changes to the classroom environment / ecology / pedagogy.*
- *fulfil reporting requirements as set out by the Cluster Manager and the Ministry of Education.*
- *support schools to refer students to other services when additional specialist advice or behaviour support is required.*
- *utilise the electronic Cluster Management database system to keep appropriate records of all professional practice.*
- *work collaboratively with Ministry of Education Learning Support service providers such as Psychologists and Speech Language Therapists.*
- *work with Gateway referrals on request following the set process and timelines.*
- *assist with transitions of designated students between classes and schools.*
- *be a positive, effective, culturally responsive practitioner.*
- *ability to work with, and provide professional support for staff, families and whānau, in the cluster schools.*

**Referees** - Supply the names and details of three referees who may be contacted to support your application. Select your referees from people who currently are, or have been, involved in education.

Name \_\_\_\_\_  
Surname \_\_\_\_\_ First Name \_\_\_\_\_ Preferred Name \_\_\_\_\_  
Postal Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone No: Home \_\_\_\_\_ Work \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_

Name \_\_\_\_\_  
Surname \_\_\_\_\_ First Name \_\_\_\_\_ Preferred Name \_\_\_\_\_  
Postal Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone No: Home \_\_\_\_\_ Work \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_

Name \_\_\_\_\_  
Surname \_\_\_\_\_ First Name \_\_\_\_\_ Preferred Name \_\_\_\_\_  
Postal Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone No: Home \_\_\_\_\_ Work \_\_\_\_\_  
Relationship to applicant \_\_\_\_\_

**Disclosure of Convictions Against the Law**

Apart from minor traffic infringements have you ever been convicted of any criminal offence?

\_\_\_\_\_

If you have answered "yes" to the above question please provide the details below or on a separate sheet.

**Physical and Emotional Fitness**

Comment on your physical and emotional fitness for the position.

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**Other Relevant Information**

If there is any other relevant information that would assist the Board in making its decision about your suitability or otherwise to fill the vacancy please outline this below.

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Are you: a                      smoker                      or non smoker                      (please circle)

Do you have currently or have you ever lodged a claim with ACC in relation to a degenerative/process injury?

Yes    No    (please circle)

**Declaration:** Please read the following statement and if you agree to it sign below.

*In accordance with the Privacy Act 1993, I give consent for the Board of Trustees or their representatives to make enquiries from the referees listed in this application and give consent to the referees making such information available. Furthermore I also give consent for the Board of Trustees or their representatives to make enquiries of past or present; employers, colleagues, other education professionals or any other person who may be in a position to assist the Board in determining my suitability in terms of filling the vacancy and give consent to those people to provide such information.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Confirmation:** Please read and sign the following statement.

*I certify that the information provided in this application including my covering letter and curriculum vitae is to the best of my knowledge correct.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Privacy Statement from the Board of Trustees to Applicants**

*The information that has been provided or will be provided to the Board of Trustees in regard to this application will only be used for the purpose of determining the applicant's suitability to fill the vacancy. Only the Board of Trustees and their representatives will have access to the information. On completion of the appointment process curriculum vitae will be returned to all unsuccessful applicants. The curriculum vitae of the successful applicant will be kept on file along with their application. All referee reports along with other information gathered on applicants during the process will be destroyed.*