



Swanson School

RTL B Cluster 5 - Cluster Manager Appointment

Dear Applicant

Thank you for your interest in the position of Cluster Manager at RTL B Cluster 5. This application pack should contain all the information you need to apply for this role.

This pack contains the following:

- A person specification. (Who are we looking for?)
- Cluster Manager roles and responsibilities
- A timeline for the appointment process
- An application form.
- A referee reporting form.

The application form and referee reporting form can be downloaded separately from the Swanson School website in 'Word' format to make them easier to complete. Email applications and referee statement are acceptable.

If you decide to apply for this position you will need to:

- Complete the application form and ensure you have signed the declaration statements.
- Send copies of the Referee Report form to each of your referees. Ensure they understand their reports need to be sent directly to Leandro Piantelli (Principal, Swanson School).
- Application form and Referee Reports need to be posted to Leandro Piantelli, Swanson School, PO Box 95177, Swanson, Auckland; or emailed directly to principal@swanson.school.nz. **These are to be received no later than Friday 21st May at 1.00 pm.**
- Posted CVs will be returned where a stamped self-addressed envelope is enclosed, otherwise they will be destroyed upon completion of the appointment process.
- Shortlisted candidates will be contacted by **Tuesday 25th May** and provided with more information regarding interviews, which will be held on **Monday 31st of May**.
- The successful applicant will take up the position from the start of term 3, 2021 (Monday 26th July) unless otherwise arranged.
- Applicants are welcome to contact Leandro Piantelli at principal@swanson.school.nz for further information.

Yours sincerely

Leandro Piantelli
Principal – Swanson School



Who are we looking for?

Our board is seeking to appoint a quality applicant to this key position. The skills and personal attributes required are:

- Proven successful leadership experience where the ability to achieve high educational outcomes in a safe and supportive environment has been demonstrated.
- A committed, visionary, strategic thinker.
- Previous success in building collaborative, high trust working relationships with colleagues, schools, MoE, other providing special education services and social services, and whānau.
- Confidence, resilience, and an inner strength enabling strategic goals to be met.
- A sound knowledge and understanding of the RTLB service, RTLB tool kit, He Pikorua and Learning Support Delivery Model.
- A hands-on, passionate, visible, approachable, inclusive, professional leader with a strong focus on tamariki, whānau and staff wellbeing.
- A successful lifelong learner who is able to empower and mentor others.



Cluster Manager Roles and Responsibilities

The cluster manager and the lead principal work together as a strategic leadership and management team for the RTLB service.

The cluster manager has the following responsibilities:

<ul style="list-style-type: none"> • Service planning and review 	<ul style="list-style-type: none"> • Facilitate a robust service planning and review cycle incorporating self and peer reviews. • On behalf of the board and in collaboration with the principal and key stakeholders, lead the development of, and prepare a three to five year RTLB strategic plan and annual action plan that ensures the ongoing development and improvement of the RTLB service.
<ul style="list-style-type: none"> • Financial and resource management 	<ul style="list-style-type: none"> • Manage the day-to-day funding and resourcing obligations of the RTLB service. • In collaboration with the principal, draft an annual budget for approval by the lead school/kura board. • Develop rigorous systems for needs-based allocation of learning support funding, and the reimbursement of RTLB travel. • In collaboration with the lead school, maintain accurate financial records, and an RTLB asset register. • Manage RTLB staffing so that the annual RTLB staffing entitlement is fully utilised but not exceeded.
<ul style="list-style-type: none"> • Personnel management 	<ul style="list-style-type: none"> • In collaboration with the principal, recruit and induct RTLB staff. • Through the principal, advise the board on the allocation of RTLB leadership payments. • Work closely with the practice leaders to ensure RTLB performance management tasks - including the provision of professional learning and development, performance supervision, performance management and appraisal processes - are actioned. • Ensure RTLB in training are supported, mentored and supervised.
<ul style="list-style-type: none"> • Systems, processes and policies 	<ul style="list-style-type: none"> • Develop and maintain a cluster operational document, detailing cluster policies, procedures and systems. • In collaboration with the local Ministry Learning Support team, develop and maintain a seamless and simple request for support process and ensure it is understood and followed by RTLB and by all cluster schools/kura.
<ul style="list-style-type: none"> • Meeting cluster needs 	<ul style="list-style-type: none"> • Ensure there is an effective process to identify and analyse cluster needs. • Ensure the RTLB team has the specialist knowledge and skills to meet identified cluster needs, for example, RTLB able to support Māori students and Pasifika students, students in Māori-medium settings, and students in secondary schools/wharekura. • Manage the RTLB workforce so that RTLB are assigned to best meet student and school needs.
<ul style="list-style-type: none"> • Data and reporting 	<ul style="list-style-type: none"> • Gather, collate, and report on RTLB outcomes data for all case types: individual students, groups of students, individual schools, and groups of

	<p>schools/Kāhui Ako.</p> <ul style="list-style-type: none"> • Prepare financial and service provision reports, at least quarterly, for presentation at the regular meetings of the lead school/kura board. • On behalf of the board and in collaboration with the principal prepare reports, twice yearly, for cluster school boards showing service patterns, service outputs and outcomes, allocation of learning support funds across cluster schools, and the level of RTLB staffing against the cluster's RTLB staffing entitlement. • On behalf of the board and in collaboration with the principal prepare the RTLB annual report, financial report and quarterly reports for the Ministry according to the Ministry's reporting requirements detailed in Schedule D of the RTLB Funding Agreement.
<ul style="list-style-type: none"> • Relationships 	<ul style="list-style-type: none"> • Develop and support a respectful and professional RTLB workforce and maintain collaborative, open communication with the practice leaders and the RTLB team. • Manage and support the practice leaders. • Maintain respectful and trusting relationships with key cluster stakeholders including Kāhui Ako, local Ministry Learning Support, representatives from early childhood education, local iwi and Māori and Pasifika whānau/parents and other relevant services and agencies. • Develop strong networks across cluster schools/kura and with other RTLB clusters.



Appointment Timeline

TASK	DATE
Advertising begins	Wednesday 5 th May 2021
Applications close	1.00 pm, Friday 21 st May 2021
Referees' report received	1.00 pm, Friday 21 st May 2021
Short listing completed - shortlisted candidates contacted	Tuesday 25 th May 2021
Interviews	Monday 31 st May 2021
Duties commence	Monday 26 th July 2021



APPLICATION FOR POSITION

_____ (Position applied for) _____ (Date)

This information is collected for the purpose of assessing your suitability for employment at Swanson School. Please complete all sections:

Personal

Full Name: _____ (Surname)

_____ (Preferred Name)

Date of Birth: _____

Postal Address: _____

Email Address: _____

Home Phone _____ Other _____

Driver Licence Number _____ Version _____ Expiry _____

Use of own car If appointed to the position, and if required, 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? **Yes / No**

Teacher Registration

I confirm that I hold: (tick one)

- 1) Current Full teacher registration
Practicing Certificate number and expiry date:
- 2) Current Provisional teacher registration
Practicing Certificate number and expiry date:
- 3) A Limited Authority to Teach
LAT Number and Expiry date:
- 4) No form of teacher registration

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/organisation: _____

School (U) Grade (if applicable): _____

Location: _____

For the purposes of compliance with the Privacy Act 1993, do you consent to the school contacting your present employer for the purposes of reference checking? Yes / No

Previous Teaching/Leadership Experience (Continue on Separate Sheet If Required)

Position & Class level	From	To	School	Reason for Leaving

Other Work Experience (Continue On Separate Sheet If Required)

Position Held:	From	To	Employer	Relevance to this position

Referees

I agree to the referees provided to the Swanson School Board of Trustees in respect to my application, being used for the purposes of considering my suitability for the position.

I also agree that the board may make further verbal or written inquiry from the referees provided and my previous employer(s).

1. (a) Name: _____ Position: _____
(b) Address: _____
(c) Contact Ph. No: _____ Work _____ Home _____
(d) Relationship to yourself: _____

2. (a) Name: _____ Position: _____
(b) Address: _____
(c) Contact Ph. No: _____ Work _____ Home _____
(d) Relationship to yourself: _____

Confirmation

I (name) solemnly and sincerely declare that to the best of my knowledge and belief the information given in this application and in my C.Vis correct. I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated. I understand that this information may be verified.

Applicant's Signature Date

Applications must be with: The Principal
Swanson Primary School703
Swanson Road Swanson,
Auckland
By the date and time specified in the job advertised.

Declaration Form

Legal Clarifications

The Swanson School Board of Trustees may seek a police clearance from all short-listed or preferred applicants prior to confirmation of appointment.

DO read the Declaration at the end of this form before answering these questions.

Please provide an explanation - and any relevant documentation - concerning any answer that is YES.

1. Have you ever been declared bankrupt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are you a discharged bankrupt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Are you currently under action for bad debts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you been convicted of any offence against the law - apart from minor traffic convictions or parking offences? ["Clean slate" applies.]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you been charged with any criminal offence since your teaching certificate was last renewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Do you have any criminal charges pending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Have you ever received police diversion for an offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Is there any reason why the NZ Teachers Education Council might decline to renew your teacher registration when it expires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Have you currently or previously been asked by the teacher registration body to answer any allegations made against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Have you changed your name by deed poll or by statutory declaration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Authorisation

Do you agree to inquiries being made as to the accuracy of information contained in this application form, curriculum vitae or attached documents or any other matter relating to your suitability for employment? (This doesn't mean that we will make enquiries of any or all of these people or organisations).

Current employer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Past employers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other referees	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Former or current colleague	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Teachers Council or EDUCANZ	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Police	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Signed..... Date.....

Medical Declaration

Please describe any injury or illness you have had that may affect your ability to effectively carry out the duties and responsibilities of the position?

.....
.....
.....

Do you have any allergic reactions? Yes / No (If yes, please detail)

.....
.....
.....

Do you agree to a medical examination if required? Yes / No

Please Note:

Any false information given in relation to your medical history may result in loss of entitlement for any compensation from ACC or the Board’s workplace accident insurer.

I, declare that to the best of my knowledge the answers in this Declaration Form and the information provided are correct and I understand that if any false or misleading information is given, or any material information suppressed, I will not be employed, or if I am employed, my employment will be terminated.

Signed:

Date:

Self-Assessment

Please explain how you have demonstrated the following. Please limit your responses to the space provided. Bullet points are acceptable.

Proven successful leadership experience

A committed, visionary, strategic thinker

Success in building collaborative, high trust working relationships

Confidence, resilience, and an inner strength enabling strategic goals to be met.

Sound knowledge and understanding of the RTLB service and Learning Support Delivery Model

Strong focus on tamariki, whānau and staff wellbeing.

Ability to empower and mentor others.

Financial and resource management

Request for Referee's Report for the position of:

Cluster Manager RTL B Cluster 5



Confidential to the Swanson School Board of Trustees and appointment committee

This page is to be completed by the applicant

Dear

I am an applicant for the position of Cluster Manager at RTL B cluster 5 and I have named you as a confidential referee. Please forward the completed Referee's Report to:

Leandro Piantelli
Swanson School
PO Box 95177
Swanson, Auckland

or email to:
principal@swanson.school.nz

Referee reports **must** be received by **1.00 pm on Friday 21st May 2021.**

Thank you.

**Referee's Report for the position of:
Cluster Manager - RTLB Cluster 5**

Name of Applicant:

Name of Referee:

In what capacity do you know the applicant:

Your contact details:

Phone (home):

Phone (mobile):

Phone (work):

Email:

How long have you known the applicant?

Are you prepared to be contacted by telephone or email to follow up on the information contained in this report or in seeking further information?

Yes / No

Signed:

Date:

Please assess the applicant's performance for each of the following selected performance indicators by placing a ✓ in the appropriate box:

Has demonstrated:	Outstanding	Highly competent	Competent	Competent but with some concerns	Not Competent	Reason for rating
Facilitate robust service planning and review cycle incorporating self and peer reviews.						
Lead the development of strategic plan and annual action plan that ensures the ongoing development and improvement of the organisation						
Manage the day-to-day funding and resourcing obligations of the RTLB service.						
Draft an annual budget						
Allocate and manage resources						
Maintain accurate financial records and asset register.						
Allocate and manage staffing and leadership payments						
Recruit and induct new staff, considering cluster needs						
Ensure staff performance management tasks - including the provision of professional learning and development, performance supervision, performance management and appraisal processes - are actioned.						
Develop and maintain operational document, cluster policies, procedures, and systems						
Develop and maintain a seamless and simple request for support process and ensure it is understood and followed by RTLB and by all cluster schools/kura						
Gather, collate, and report outcomes data						
Prepare financial and service provision reports for the Board and Ministry						
Develop and support a respectful and professional workforce						
Maintain collaborative, open communication with all stakeholders						
Develop strong networks across cluster schools/kura and with other RTLB clusters.						

What are the main reasons he / she will stand out as being an excellent candidate for this position?

What are his / her weaknesses or areas needing improvement?

Are there any other comments that will assist this BOT in considering this applicant?

SUMMARY	Outstanding no reservations	Highly recommended	Recommended	Recommended some reservations	Not recommended
How would you rank the applicant for the position?					

Any additional comments about why have you selected this ranking?

Please return directly to: Leandro Piantelli, Swanson School, PO Box 95177, Swanson, Auckland; or email to: principal@swanson.school.nz

BY: Friday 21 May at 1.00 pm

Thank you for taking the time to complete this report. Your contribution to the appointment process is greatly appreciated.

Please contact Leandro Piantelli on 0212038544 should you require any further information.