



July 2012 Cluster Manager Forum

Presenters

Rubina Wheeler, Lead School Principal

Paul Mitchell, Cluster Manager



Criteria – RTLB Review & Intake

(Used as a guide by the panel at Review and Intake meetings to determine whether a referral is declined or accepted and to prioritise those that are accepted)



Ministry of Education Priorities

- Raising achievement of Māori
- Raising achievement of Pasifika
- Literacy/Numeracy – Learning (possibility of two ticks depending on severity). Two ticks = meets criteria for Supplementary Learning Support
- Behaviour (possibility of two ticks depending on severity). Two ticks = immediate risk of stand-down, suspension, exclusion.



Local Priorities

- Formal involvement of agency or agencies
- Formal diagnosis
- Parent in prison
- Student is in the care of CYFS
- X-Factor e.g. Student has high level and/or unusual individual needs or circumstances that that panel consider is worthy of additional priority in referral process



Acceptance Criteria

- 3 or more ticks meets the criteria for allocation for RTLB case load.
- The more criteria that an individual student meets the higher their priority for allocation.



Review of Criteria

- Māori
- Pasifika
- Literacy/Numeracy
- Behaviour
- Involvement of agency/agencies
- Formal diagnosis
- Parent in prison
- In care of CYFS
- X-Factor



Question Time

RTL B Fair & Transparent Workload



RTL B Fair & Transparent Workload



- Learning = 1 box
- Behaviour = 1.5 boxes
- Learning and Behaviour = 1.5 boxes
- Study = 0.2 = 3 boxes
- PB4L = 0.2 = 3 boxes
- Te Kotahitanga = 0.4 = 6 boxes
- IY4P = 0.4 = 6 boxes
- IY4T = 0.2 = 3 boxes
- Bilingual Assessment = 2 boxes for 2 weeks

RTL B Fair & Transparent Workload - example

RTL B Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Mrs Doubtfire RTL B (case load)

Micky Mouse – Learning (**1 box**)

Minnie Mouse – Behaviour (**1.5 boxes**)

Rubina Mouse – Behaviour (**1.5 boxes**)

Paul Mouse – Learning (**1 box**)

Computer Mouse – Learning (**1 box**)

Te Kotahitanga – (**6 boxes**)

Study – (**3 boxes**)

TOTAL: 15 boxes

Question Time



RTL B Cluster 16

Weekly Referral & Intake Process



Preparation Meeting **Wednesdays 1:00pm**

- Attended by Cluster Manager and two Lead RTLBs
- Print referrals and attachments
- Check for consent form
- Print and check all RTLB's workload to inform capability to pick up referrals at R & I meeting



Referral and Intake Meeting

Thursdays 8.30am

- Attended by lead school principal (sometimes), Cluster Manager, two Lead RTLB, four RTLB (rostered weekly), MOE:SE rep (usually District Manager)
- CAG are invited to attend any or all R & I meetings and do so as they are able

Referral Consideration Process

- Those present take turns to present a referral aloud to the group
- Decisions are made as to how many criteria are met and referrals are either accepted and allocated, accepted and unallocated (pending RTLB availability), declined with suggestions
- Allocations of accepted referrals are made to RTLBs through a collaborative process informed by individual RTLB workload



R & I Meetings (cnt'd)

- Following R & I process, Learning Support Funding applications are considered by those present and approved or declined
- Reasons for any referral being declined are emailed, by a Lead RTLB, to the liaison RTLB of the referring school
- Outcomes of Learning Support applications are emailed to the relevant RTLB



Payment of LSF

- LSF applications that have been approved are given to the Lead School's finance officer who pays 80% of the sum allocated
- At the end of the 10 week LSF intervention, the applying school's principal signs that the LSF was used for the purposes for which it was applied and the finance officer of the Lead School pays the final 20%

Question Time



Induction of new RTL

- RTL have induction meeting with the Cluster Manager and Lead RTL prior to starting their work
- RTL new to the cluster are accommodated with experienced RTL
- The employing school has a powhiri for new RTL
- At first 'all in' meeting there is an opportunity for whakawhanaungatanga



Induction (cnt'd)

- On day one, two carefully selected referrals are given to new RTLБ to co-work for two weeks with an experienced RTLБ, after which the co-worker reduces to an 'advice only' role if all is going well
- In Week One of employment new RTLБ shadow an experienced RTLБ
- In Week Two, one or two additional cases may be given to the new RTLБ who will continue to seek advice from the RTLБ who co-worked with them previously, or from Lead RTLБ
- In Weeks One and Two the new RTLБ attend the R & I meetings



Induction (cnt'd)

- In Week Three a Lead RTLB will train the new RTLB in how to complete a Gateway Assessment
- In Week Four new RTLB meet with the Cluster Manager to be given resources for supporting teachers to deal with challenging behaviours
- The Cluster Manager makes regular contact with new RTLB to ensure they are feeling comfortable and supported in their new role



New RTLB Admin Induction

- The experienced RTLB with whom the new RTLB is based, trains them in timetable, travel claims, expenses claims, leave processes and processes unique to their host school e.g. How to access photocopying
- The experienced RTLB with whom the new RTBL is based is available to support induction by offering and being available to give advice on any aspect of work

Question Time