

# Welcome to the May Cluster Manager Forum

9.30am-4.30pm

# What's on top?

- What are the key issues your cluster is facing at the moment?
- What would you like the forum today to cover?

# Gateway Assessments

- Small groups:
  - What are the roles and responsibilities of the cluster manager in the Gateway Assessment process?
  - How can we best fulfil this role? Come up with one key tip to share with the group.

# Show me the money!

## Making sure RTLB are paid correctly

May Cluster Manager Forum 2012

# In this session...

- Why is Special Education involved in RTLB staffing changes?
- How to decide if a cluster can fill a vacancy
- The process of notifying the Ministry of Education about RTLB staffing changes

# Why is Special Education involved in RTLB staffing changes?

- To manage the distribution of RTLB nationally
- To ensure RTLB are paid correctly and clusters are resourced correctly
- Tip: check the lead school staffing entitlement sheet to make sure all RTLB who are currently working in your cluster are listed correctly

# Task:

- Please check the list of current RTLb in your cluster, return with corrections to Lara by Friday

# How to decide if a cluster can fill a vacancy

- Check the RTLB staffing scenario flowchart (in your pack and on TKI)
- Questions - email special education on [rtlb.enquiries@minedu.govt.nz](mailto:rtlb.enquiries@minedu.govt.nz)
- Or talk to Anne Tuffin or Brian Coffey



# Notifying MOE about RTLB staffing changes

- Complete:
  - The RTLB Staffing Change Form, and email to Special Education National Office at [rtlb.enquiries@minedu.govt.nz](mailto:rtlb.enquiries@minedu.govt.nz)
  - The New Appointment Form for Teaching Staff ESP1T, and email to Payroll
- Form due before the first day of the pay period that the change begins