

Stratford Primary School: Policies

300 Resource Teacher of Literacy (RTLit) Policy

RATIONALE

The NELP priorities will help create education environments that are learner-centred, and where more of our learners, and especially more of our Māori and Pacific learners, are successful. Therefore, they encourage all places of learning to focus on:

- Ensuring that they are safe and inclusive and free from racism, discrimination, and bullying
- Strengthening the quality of teaching our learners receive to giving our learners the skills they need to succeed in education, work and life
- Collaborating more with whānau, employers, industry and communities
- Taking account of learners' needs, identities, languages and cultures in their practice, and
- Incorporating te reo Māori and tikanga Māori into everyday activities.

Resource Teachers of Literacy (RTLit) are specialist teachers with literary and adaptive practice expertise. They support and assist staff in schools to accelerate progress of Year 0-8 students experiencing difficulties with literacy learning. The RTLit service provides short, intensive supplementary support to students with high literacy needs. The goal is that students make accelerated literacy progress and are able to work at or near the appropriate reading and/or writing standard. This will enable the students to benefit from effective classroom teaching, and maintain the expected accelerated progress to close the gap with their cohort.

GUIDELINES

1. This policy is delegated to the Principal to manage.
2. The Ministry of Education fund the RTLit service through a host school.
3. Stratford Primary School is the Host School for the Central Taranaki Cluster. This covers 19 schools. The schools are:
 - Avon, Egmont Village, Eltham, Huiakama, Inglewood Primary, Kaimata, Makahu, Marco, Midhirst, Ngaere, Norfolk, Pembroke, Ratapiko, Rawhitiroa, St Joseph's Stratford, St Patrick's Inglewood, Stratford, Toko and Waitoriki School.
4. Stratford Primary School's role as host school is to:
 - Employ the RTLit and meet their employment obligations under their employment agreement
 - Provide advice and assistance to the RTLit that reflect the Ministry of Education literacy policy direction, through connection with the Ministry's local regional office.
 - Establish a management committee to administer the RTLit service
 - Manage and have ultimate responsibility for the cluster budgets and funding for the RTLit
 - Appraise the performance of the RTLit in meeting the professional standards and their key tasks

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- Be accountable to the Ministry for the effective, efficient and equitable operation of the RTLit programme
 - Ensure that the RTLit undertakes the required training and has access to agreed study leave, and ongoing professional learning.
5. The Stratford Primary School Principal will lead the RTLit Cluster Management Committee.
 6. The role of the Management Committee and/or Intake Review Committee, led by the Stratford Primary School Principal, is to:
 - Promote equitable outcomes
 - Support the professional development of the RTLit
 - Develop cluster specific enrolment, referral, and withdrawal policies and processes, in consultation with the cluster schools, that reflect the Ministry of Education's literacy policy direction and its guidelines while remaining relevant to the specific needs of the cluster
 - Establish operational procedures for the RTLit that are consistent with the agreed policies and processes
 - Inform the cluster schools served by the RTLit of enrolment, referral, and withdrawal policies and processes
 - Ensure that the management committee's procedures on the use of cluster funding are followed
 - Receive, at each management committee meeting, a report from the RTLit on their service provision
 - Provide a yearly report to all cluster schools (see Reporting to schools/kura p.11.)
 - Ensure that an annual statistical report, in an agreed format, is sent to the Ministry of Education by the due date.
 6. Reporting to the BoT: In the first meeting of each year, the RTLit will present a written report to the BoT for the previous year.
 7. Leased Motor Vehicle:
 - a. The Stratford Primary School Board of Trustees will provide a leased motor vehicle to enable the itinerant RTLit to travel to and from the different schools in the cluster.
 - b. The RTLit Teacher will sign an agreement about the use of the Motor Vehicle (See appendix A).
 8. Review schedule: Triennially.