

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Team Leader, ESOL

Business Group	Te Mahau   Education Services
Location	Flexible
Salary band	M2

### Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

### To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga  
We shape an education system that delivers excellent and equitable outcomes***

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

### Tēnei Tūranga | About the role

The ESOL (English for Speakers of Other Languages), Refugee and Migrant team supports early learning centres and schools to be inclusive of CALD (Culturally Linguistic and Diverse) students, including ELLs (English Language Learners). Programmes and work in this area support CALD students to succeed, and the education system to be enabled for this to happen. This role requires the ability to synthesise diverse evidence, facilitate reflective practice with experienced professionals, and translate insights into practical, system-level improvements.

The Team Leader, ESOL leads and manages people, initiatives and resources to support the delivery of outcomes that are aligned to the Ministry's purpose and agreed strategies for CALD ākonga. You will work to improve equitable access to effective ESOL support in schools for CALD students. You will work across Te Mahau, Te Poutāhū, and Te Kaupapahere to strengthen our focus on equity and excellence for CALD ākonga.

Key priorities for this role include leading a team that contributes to the National Services and Programmes business group purpose which is to enable access, participation, and achievement so that all learners leave school with meaningful options and improved life opportunities.

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Your team is responsible for ESOL verification services that are supportive and empowering as well as providing assurance that ESOL funding is appropriately used to achieve the best possible outcomes for English Language Learners (ELLs). The team also provides guidance and advice to schools to manage the provision of relevant, up to date teaching and learning resources. These resources and funding reflect what works for CALD students across the system as evidenced by examples of effective ESOL provision that is culturally and linguistically responsive.

You will hold yourself and your team to account and make informed decisions based on education priorities, so that CALD students can experience academic success, excellence, and equity, be present, participate and progress in early learning and schools.

## Ngā Haepapa | Accountabilities

**As a Team Leader within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:**

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Lead, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Plan and manage budgets to support sound financial management and expected return on investment for CALD Ākonga, including English Language Learners.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are supported to perform at their best.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

**As the Team Leader, ESOL you will:**

Plan for supports that enable CALD students including ELLs, to be confident, competent, connected, life-long learners, through:

- demonstrating effective management of your team to deliver efficient programmes, that are planned, implemented and monitored
- setting high standards for team performance and be accountable for and respond swiftly to expectations set
- measuring progress and sharing CALD student success as we focus on what matters most
- being innovative, creative, and driven as well as taking and making opportunities to be culturally curious, and culturally responsive, to be deliberate and consider the possibilities while searching for innovation
- identifying outcomes and impacts achieved in response to the diverse needs within CALD communities
- responding to requests from, and contributing to the sector, and other education agencies where information about CALD ākonga, and ESOL support can add value.

You will make decisions in accordance with the Ministry's policies and delegations framework.

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### Wheako | Experience

To be successful in this role you will have the following experience:

- Recent experience working in CALD education contexts in Aotearoa New Zealand.
- Proven team leadership experience.
- Experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Experience in developing, monitoring, improving and maintaining functional workflows and processes.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building relationships to achieve shared outcomes.

### Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- Proven ability to shape frameworks, methodologies, or system improvements
- Proven ability to translate research evidence into strategy and operational improvements
- Proven ability to coach and constructively challenge others to grow
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders
- Sound knowledge of government and public sector processes
- Excellent interpersonal and communication skills
- A commitment to ongoing personal and professional development
- Resilience to deal with pressure in a mature way
- Initiative – proactively looks for new and innovative ways of approaching situations and solving problems
- Integrity – maintains and promotes social, ethical and organisational norms in internal and external business activities
- A sound understanding of second language acquisition principles and ways in which these apply across education settings.
- A sound understanding of the needs of all CALD Ākonga ie ELLs, former refugees, new migrants, and NZ born migrant background learners.

### Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono   Valuing Māori	Confident
Pou Mana   Knowledge of Māori content	Confident



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Pou Kipa   Achieving equitable education outcomes for Māori	Confident
Pou Aroā   Critical consciousness of racial equity for Māori	Confident

**Leadership Success Profile - Te Kawa Mataaho | Public Service Commission**

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

**Ngā Whakaaetanga | Approvals**

Date Reviewed and Approved	July 2026
Approved By	HR Advisory Team