



# Job Description

## Curriculum Advisor | Te Mahau

Business Group	Te Mahau   Education Services
Location	Regionally Based
Delegations	N/A
Direct reports	N/A
Reports to	Manager, Integrated Services
Salary band	A8

## What we do

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 learners and families.
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for learners and their families, from early learning through tertiary.

## Te Mahau | Education Services

The Education Services Group provides well-designed, integrated education services that support the impactful and effective operation of education settings to support student achievement and participation. The services help to remove barriers to participation and learning and provide regulatory advice, support and oversight to early learning providers, schools and kura.

The Group has three key priorities for Education Services:

- **Practice & Guidance:** Managing practice and guidance to improve national coordination and consistency, whilst enabling regional autonomy for education service delivery.
- **Integration & Delivery:** Providing education support directly to education settings via integrated regional and national services. This includes intervening when necessary to ensure a high standard of operation to support student outcomes and owning key stakeholder relationships to support schooling improvement and stronger outcomes for learners.

- **Monitoring & Improvement:** Monitoring and advising on improvements to the effectiveness, efficiency and equity of services for achievement and progression, and attendance and participation. This includes monitoring education provider performance against regulations and intervening as required.

## Role Purpose

The **Curriculum Advisor** provides advice and support to early learning services, kura and schools in their region on the development of high-quality teaching and learning programmes. They work with teachers and kaiako across the pathway to support the design of engaging and responsive curriculum learning that embraces and reflects the diverse cultures, identities, languages of ākongā, learners and their whānau, with a particular focus on serving those who have been underserved by the system.

The **Curriculum Advisor** contributes to growing collaborative and professional networks within communities, actively sharing, and discussing the use of curriculum resources supports and services focused on improving outcomes in te reo matatini me te pāngarau, literacy & communication and maths learning outcomes, alongside sharing examples of good practice from early learning to senior secondary places of learning.

## Role Accountabilities

As a Specialist, you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As a **Curriculum Advisor** you will:

- Provide advice and support to early learning services, kura and schools on the development of high- quality teaching and learning programs, including assessment practices, to support the implementation of government curriculum priorities to improve learning outcomes for all students.
- Work with early learning services, kura and schools to identify and deliver high quality curriculum to meet the diverse educational needs of all students, with a specific focus on

equitable achievement of student learning outcomes.

- Deliver professional learning, online and face-to-face, to support implementation of government curriculum priorities.
- Support early learning services, kura and schools to work alongside whānau, hapū and iwi to reflect the aspirations for their tamariki.
- Support early learning services, kura and schools to include diverse bodies of knowledge and build on their experiences to inform and improve design of curriculum, including Mana Ōrite mō te mātauranga Māori.
- Provide information for education settings so that they are aware of, and have access to, supports and services including PLD and other available supports.
- Understand the curriculum needs of early learning services, kura and schools as part of an integrated regional team delivering educational outcomes supported by the Manager Integrated Services, and the insights of the wider team members.
- Keep up to date with all current and new resources, supports and services to enable education settings to understand and access up-to-date curriculum information to inform design and development that supports early learning services, kura and schools with te reo matatini me te pāngarau, literacy & communication and maths learning.
- With the regional Senior Curriculum Lead, build and maintain effective networks within and across Ministry regional and national teams to deliver a nationally consistent service including the implementation of curriculum and assessment changes across the pathway. Support regional teams to develop curriculum knowledge tailored to the needs of their position.
- Connect with other education and curriculum focused organisations and networks to capture and share good practice both regionally and nationally. Bullet
- Collect and use sector feedback to provide regular analysis and insight to the Curriculum Centre describing the effectiveness of the design and implementation of resources, supports and services and the impact that they are having.
- Participate in all professional learning as necessary to the role and actively seek opportunities to engage in ongoing professional learning.
- Contribute to sustaining and embedding feedback loops to shape the design and implementation of curriculum resources, supports, and services contributing to the wider Ministry shared understandings of curriculum design and implementation, connecting work across Te Mahau, and providing a coherent picture for the education sector.
- Maintain an overview of the level of curriculum assistance required by early learning services, kura and schools and use national resources, supports and services to support them.

## Knowledge, Skills and Professional Experience

### Essential Qualifications:

- Hold a tertiary qualification in education, leadership, or related areas, including for te reo matatini me te pāngarau, literacy & communication or maths learning.
- Full clean Driver's License.

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

- Experience working with Science of Learning and structured approaches to curriculum development and delivery at an expert level, or able to quickly (through training) achieve expertise.
- A broad understanding of the education pathway through early learning and schooling and the different curricula taught across the system.
- Robust knowledge, experience and understanding of education contexts at a practical level.
- Experience using and applying teaching and learning, curriculum and assessment theory and practice.
- Experience designing literacy & communication or maths teaching and learning (early learning, primary or secondary) or te reo matatini or pāngarau teaching (kaupapa Māori or Māori medium).
- Experience with te ao Māori and understanding of Te Reo, tikanga and mātauranga Māori - critical for Curriculum Advisors working in kaupapa Māori and Māori medium.
- Experience supporting places of learning to build and maintain educationally powerful, reciprocal, and trusting relationships with Māori whānau, hapū and iwi, Pacific, and other communities.

## Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organisation and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

## Working in the Public Service

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 Te Tiriti o 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. You can find out more about what this means; [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

## Leadership Success Profile - 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 the Leadership Success Profile is available here: [Leadership Success Profile - Te Kawa Mataaho Public Service Commission](#).

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations. These are:

- To be driven and accountable
- To be curious, connected and open to different perspectives

- To grow our talent and capability
- To improve transparency – including by listening to and acting on feedback

## Approvals

<b>Date Reviewed and Approved</b>	17 April 2026
<b>Approved By</b>	HR Advisory