



Job Description

Special Education Advisor | Te Mahau | Education Services

Business Group	Te Mahau Education Services
Location	Regional
Delegations	None
Direct reports	None
Reports to	Service Manager
Salary band	Field Staff

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 Special Education Advisor contributes thought leadership and expertise to strategies, work programmes and complex system issues to support the achievement of outcomes aligned to the Ministry's purpose and agreed strategies.

You will provide effective, efficient, and equitable learning support for students who cannot readily access the curriculum in accordance with the goals, objectives, and policies of the Ministry of Education.

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 Special Education Advisor this role is accountable for:

- Provide high quality support to parents/caregivers/whānau, teachers and schools to meet the learning needs of children and young people within the NZ Curriculum Framework or Te Marautanga o Aotearoa
- Enhance inclusive practices in educational settings
- Provide professional support and guidance to schools, teacher and parents/caregivers/whānau and in collaboration, support the development and implementation of intervention plans
- Assess, analyse, hypothesise, collaboratively plan, support, and monitor the implementation of individual (or group) intervention plans for students who have additional learning needs.
- Support transition points in the child's learning pathway • Support systemic change
- Strengthen the capability of those who are best placed to support the learning of children and young people
- Interpret and apply research findings, and contribute towards research agendas and policy development

- Develop and maintain collaborative relationships with parents/caregivers/whānau and a range of professional partners, community and sector groups and support agencies
- Work effectively as part of a transdisciplinary team • Regularly participate in and provide professional support and peer supervision as required
- Provide a service and support that is culturally responsive and protects the principles of Te Tiriti o Waitangi

Knowledge, Skills and Professional Experience

- Bachelor of Teaching or Post-graduate Diploma in Special Education / Educational Psychology
- Full clean Driver's Licence.

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

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Extensive experience working with children and young people with learning needs in the classroom or other relevant setting.
- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes.
- Experience working effectively with children and young people and their families/whānau, using a child and family centred approach, across a diverse range of settings
- A proven track record of building and maintaining trusted relationships with (as appropriate):
 - Colleagues
 - Stakeholders
 - Māori and iwi
 - Ministers
- Specialist knowledge of theory, research and practice related to:
 - Effective teaching practices
 - Child development, learning and behaviour.
 - Disabilities and their implications for learning, behaviour, and family/whānau o A range of assessment and intervention frameworks with particular knowledge of inclusive and ecological approaches.
 - The New Zealand Curriculum Framework / Te Marautanga o Aotearoa.

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 organization 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

Date Reviewed and Approved	2 April 2026
Approved By	HR Advisory



**Te Tāhuhu o
te Mātauranga**
Ministry of Education



**Te Kāwanatanga
o Aotearoa**
New Zealand Government