

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Education Support Worker

Business Group	Te Mahau takiwa
Location	Regionally Based
Salary band	Support Worker Scale

### 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 early learning service has primary responsibility for all children enrolled and accountability for children's learning and development, including those receiving early intervention support. Education Support Workers work in partnership with the kaiako team to support the learning and development of children under the supervision of kaiako and Learning Support specialists.

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### Ngā Haepapa | Accountabilities

#### As an Education Support Worker you will:

- An Education Support Worker (ESW) is guided by and works under the supervision of a lead worker and supported by the head teacher or supervisor of the early learning service
- Works with kaiako in early learning services to support children to be included in all aspects of routines, play and learning
- May have a particular task they engage in to support a particular child or group of children with particular goals in their plans
- May be supporting a child or group of children to participate in the early learning service's programme safely
- Supports the engagement of children in regular activities and fosters relationships
- May be required to support the team with observations and contribute to planning for particular individuals or groups of children in the service
- Needs to be available to the kaiako team and other children, as appropriate, not just to the child or group of children receiving early intervention services
- May be required to record notes and observations as requested
- Should function as a member of the team as much as possible
- Develops and maintain collaborative relationships with the lead worker, kaiako team and others as required
- Works effectively as part of a transdisciplinary team
- Collaborates and actively communicates with the Lead worker regularly
- Provides support that is culturally responsive and honours the Ministry's commitment to Te Tiriti o Waitangi

### Ngā Āheinga | Capabilities

### Wheako | Experience

- To be successful in this role you will have the following capabilities and competencies:
- Broad knowledge of Te Whāriki: Early Childhood Curriculum and Te Whāriki a te Kōhanga Reo, the New Zealand Curriculum and Te Marautanga
- Interest in or experience of working positively with children
- Basic Literacy/Numeracy skills
- Good written and oral communication skills
- Good understanding of confidentiality
- Cultural awareness
- Empathy
- Willing to learn on the job
- Able to work independently
- Resilience
- Integrity & honesty
- Interpersonal skills

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## Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). 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, consolidation, 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	Developing
Pou Mana   Knowledge of Māori content	Developing
Pou Kipa   Achieving equitable education outcomes for Māori	Developing
Pou Aroā   Critical consciousness of racial equity for Māori	Developing

## 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	May 2023
Approved By	HR Advisory team