



## Ngā Kōrero e pā ana ki te Tūranga Job Description

### Curriculum Adviser

Business Group	Te Mahau Takiwā
Location	Regionally Based
Salary band	A8

### 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 Curriculum Adviser 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 ākonga, learners and their whānau, with a particular focus on serving those who have been underserved by the system.

The Curriculum Adviser 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.

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Ngā Haepapa | Accountabilities

### As a specialist 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.
- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Use available data and insights to make evidence-based decisions and recommendations on operational issues.
- Make decisions in accordance with the Ministry's policies and delegation frameworks.
- Take account of the Ministry's strategies for Māori and Pacific Learners (Ka Hikitia and the Action Plan for Pacific Learners)
- Give expression and practical effect to Te Tiriti o Waitangi (Te Tiriti) within all team activities.

### As the Curriculum Adviser 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.

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

- 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.

## Ngā Tohu Mātauranga Waiwai | 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.

## Wheako | Experience

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 Advisers 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.

## Ngā Āheinga | Capabilities

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

- A track record of bringing people together to achieve outcomes with the ability to support professional change in places of learning.
- Strong diplomacy, interpersonal and facilitation skills, with an ability to adapt to different interaction styles and contexts that prioritises the building of reciprocal and trusting relationships with colleagues and across the sector.
- A proven ability to use data and insights to identify trends, risks, and opportunities, to influence and guide organisational and system-level decision making.



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

- Excellent interpersonal and communication skills with the ability to collaborate with people from different backgrounds.
- Resilience with an ability to deal with pressure, as well as an understanding of when to ask for support.
- A passion for equitable outcomes for the diverse educational needs of all students, with a specific focus on equitable achievement of student learning outcomes and proven use of cultural sustaining practices.
- Proven credibility within the education sector and confidence in implementing literacy & communication or maths teaching (early learning, primary or secondary) or te reo matatini or pāngarau teaching (kaupapa Māori or Māori medium) is essential for this role.
- Excellent professional judgement, and the ability to decide when and with whom to share information, leverage opportunities and flag issues.

## 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	High
Pou Mana   Knowledge of Māori content	Confident
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	
Approved By	HR Advisory team