



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Special Education Adviser

|                |                 |
|----------------|-----------------|
| Business Group | Te Mahau Takiwā |
| Location       | Regional        |
| Salary band    | Field Staff     |

## 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 Special Education Adviser 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.

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### Ngā Haepapa | Accountabilities

#### As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education 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 Adviser you will:

- 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

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

### Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Bachelor of Teaching or Post-graduate Diploma in Special Education / Educational Psychology



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## Wheako | Experience

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 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/whanau, 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/whanau
  - A range of assessment and intervention frameworks with particular knowledge of inclusive and ecological approaches.
  - The New Zealand Curriculum Framework / Te Marautanga o Aotearoa.

## Ngā Āheinga | Capabilities

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

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Sound political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- Excellent interpersonal and communication skills.
- Ability to demonstrate or give guidance in classroom management techniques.
- A commitment to ongoing personal and professional development.
- Ability to make significant adaptations to the curriculum to suit individual needs and to advise teaching staff in making adaptations.

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- Ability to co-ordinate service provision with a range of specialists and agencies
- Ability to translate specialist knowledge into practical information that will assist in the development, provision, and support of individual programmes in order to overcome barriers to learning.
- Ability to use assessment, analysis and problem solving to contribute to intervention, planning and implementation at the individual and systems level.
- Ability to develop and provide training; and to coach and upskill others.
- Persistence, responsiveness, and a positive attitude.
- Problem solving skills.
- Ability to develop and maintain effective working relationships.

## 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                                     | Confident |
| 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 | September 2023   |
| Approved By                | HR Advisory Team |