



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Lead Adviser, Learning Support Practice

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 whanau.
- 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 Lead Adviser Learning Support Practice provides support and guidance to staff in the region to drive consistent learning support practice through the Service Managers. They will use regional data, evidence, and insights to understand and monitor wait times and other key performance metrics across the region. They will drive the regional implementation of national practices, processes, and systems for Learning Support. They will work closely with Chief Advisers Learning Support and Te Pae Aronui Learning Support specialist service leads to plan, co-ordinate and provide professional supports and development to learning support specialists and managers.



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## 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.
- Lead or contribute to 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.
- Use available data and insights to make evidence-based decisions and recommendations on operational issues.
- Contribute to capability building in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Contribute to growing an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- 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 Lead Adviser, Learning Support Practice you will:

- Support the Practice and Performance Team to maintain an overview of the direction and implementation of the project plans/work plans across the Learning Support portfolio of work (early learning, kōhanga and schools/kura) in your region.
- Provide quality information and advice to all learning support practitioners across the region.
- In collaboration with Managers Integrated Services, Service Managers and Chief Advisers Learning Support, ensure all learning support staff across the region have access to high quality, ongoing professional development, supervision, and induction.
- Work alongside managers and staff in the region to support the achievement of successful educational outcomes for all students.
- Drive the implementation of the national practice framework for Learning Support (He Pikorua) including an integrated, tiered model of learning support.
- Work in a coordinated manner across the region with Curriculum Advisers and other staff in integrated teams to deliver to learners with support needs.
- Contribute subject matter expertise to learning support practitioners and Service Managers to resolve complex learning support practice issues at a regional level.
- Use data and analysis to inform decision making, and to increase practice consistency to drive regional learning support performance and improve outcomes for learners.
- Work in concert with the Te Pae Aronui Specialist Services function to identify what is needed at the frontline to guide resource development at the centre.
- Support the smooth implementation of new policy and practice changes by modelling new ways of working.



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### Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- A relevant tertiary qualification
- A full, clean Driving Licence

### Wheako | Experience

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

- Several years' experience in provision of specialist services in education or related field
- Experience of and robust knowledge and understanding of education contexts at a practical level.
- Experience in learning support delivery, thought leadership and system change.
- Experience in ensuring the development and delivery of culturally responsive, inclusive and equitable practice, aligned with the principles of He Pikorua.
- Experience in building relationships and partnerships to achieve shared outcomes.
- A strong knowledge and understanding of the New Zealand education system and relevant legislation.
- Ability to motivate and lead others through advisory leadership.

### 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.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- The ability to see the big picture and recognise and manage associated risks and opportunities across a wide range of situations.
- Ability to build a good understanding of the wider regional environment and trends, and identify potential opportunities risks and issues before they arise.
- Understanding of education systems in New Zealand, and relevant education legislation.
- Ability to understand policy intent and identify the implications for implementation.
- A high level of intellectual and analytical ability, and capacity to work with an interdisciplinary perspective.
- An understanding of the Treaty of Waitangi, and its implications for the work of the Ministry of Education especially in matters relating to Māori development and the partnership values that flow from the Treaty.



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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	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	May 2024
Approved By	HR Advisory team