



# EDUCATION REVIEW OFFICE

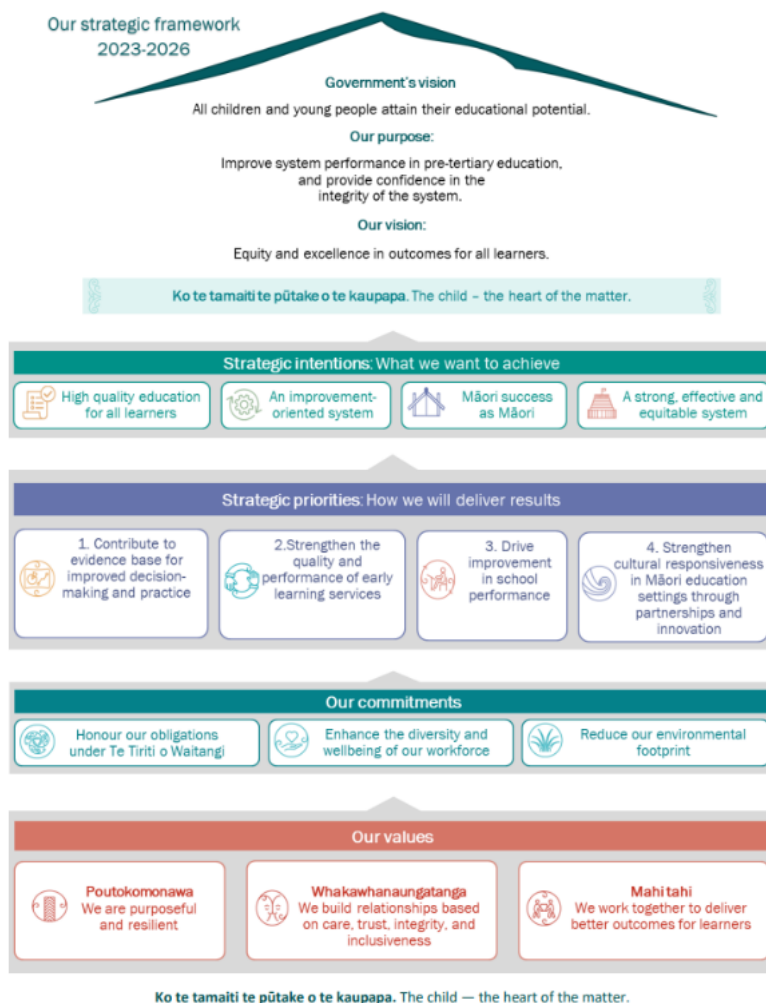
## Te Tari Arotake Mātauranga

<b>Position:</b>	Toki Ao Marama   Te Reo Māori Lead Advisor
<b>Group:</b>	Review and Improvement Services
<b>Reporting to:</b>	Director Ākonga Māori
<b>Location:</b>	Regional Offices (Flexible)
<b>Delegation level:</b>	As per published delegations
<b>Staff Responsibility:</b>	No

### Working in the Public Service

*Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianeī, 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.*



## Purpose of the group

The purpose of Te Pou Reo is to support the revitalisation of te reo Māori by supporting the growth and quality of te reo Māori within English-Medium settings.

Te Pou Reo is a national team within Review and Improvement Services, that will work with all English-medium schools that access the Māori Language Resource Funding (MLR) at levels one and two. Te Pou Reo will provide evaluation insights, and support improvement with professional advice and guidance.

Te Pou Reo will prepare reports for the school, community, and the Ministry of Education (MoE). They will also actively seek support as required for the school.

## Purpose of the position

Te Reo Māori Lead Advisors evaluate the quality of education provided by schools and, from these evaluations, prepares reports that are made available to the public. Te Reo Māori Lead Advisors may also be involved in other ERO activities such as special projects and reference groups.

Te Reo Māori Lead Advisor are responsible for evaluating the quality of education provided by schools in English-Medium settings that include the provision of te reo Māori and or have a high population of Māori learners.

Te Reo Māori Lead Advisor will focus their work, bringing to fruition the shared aspirations of revitalising te reo Māori, into the world of light, through their work with schools.

Te Reo Māori Lead Advisor are accountable to the Director Ākonga Māori. Te Reo Māori Lead Advisor will also maintain an ongoing monitoring function to support the growth of te reo Māori across English-Medium settings.

Using relevant methodologies and frameworks, they will be required to conduct their work in and through te reo Māori.

A review involves:

- Facilitating professional conversations with students, whānau, hapū and iwi, schools and boards
- collecting, recording, triangulating, analysing and synthesising evidence
- making judgements based on this evidence
- communicating emerging findings orally
- preparing and maintaining field notes for the evidential file
- preparing the evaluation report
- undertaking follow-up action as required
- Provide ongoing monitoring in a supportive manner.

## Key responsibilities

Te Reo Māori Lead Advisor will participate, as required by the Director Ākonga Māori, in reviews of schools as a review coordinator or review team member. In undertaking these reviews, they will be responsible for following the relevant review methodologies approved by the Chief Executive/Chief Review Officer.

The Te Reo Māori Lead Advisor will:

- lead and assist review visits in schools
- provide evaluation insights through written reports
- provide expert advice and guidance to support te reo Māori improvement
- provide strategies and guidance to work with whānau, hapū and iwi

- provide ongoing monitoring in a supportive manner as required
- work cooperatively and collaboratively with other colleagues within ERO to deliver upon ERO's aims
- work with Director Ākonga Māori to access intel from the Ministry of Education (MoE) to support the review.

### **Conditions of Position**

Te Reo Māori Lead Advisor must hold a current full driver's licence and be prepared to undertake travel including overnight stays.

### **General accountabilities**

The Education and Review Office (ERO) is committed to providing a healthy and safe work environment and safe management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety at Work Act by taking all practicable steps to ensure their safety at work and that no action or inaction, causes harm to others while at work.

All employees are expected to be familiar and comply with ERO's policies and procedures including the Code of Conduct. In addition, employees are expected to uphold the [Public Service standards of integrity and conduct](#) of being fair, impartial, responsible and trustworthy. Specific expectations are based on the requirements of the functions of the position held.

All employees, especially those leading people, are expected to demonstrate a commitment to issues of equity, and to treating others fairly and with respect. Alongside this there is an expectation that employees have an appreciation of Te Tiriti o Waitangi and its implications for the education sector and the work of ERO.

All employees are expected to perform other such other duties as can reasonably be regarded as incidental to their role, and other such duties that fall reasonably within their experience and capabilities as may be assigned from time to time to meet business requirements.

### **Relationships**

A key feature of the Te Reo Māori Lead Advisor role is relationship management based on the inclusive foundations of whanaungatanga, whakaaetanga and whakataunga. Te Reo Māori Lead Advisor are required to work as members of teams and with a wide range of stakeholders in the education sector, from principals and leaders, to whānau, hapū and iwi.

To carry out their role, Te Reo Māori Lead Advisor must be able to:

- work effectively in teams to achieve results
- clarify for all including staff and whānau, the purpose of evaluation, the review process and their contribution and involvement
- manage both the roles of team member and lead
- be supportive and sensitive when in a leadership role and offer appropriate feedback to others
- speak clearly and confidently using language that is appropriate to the audience
- gather information in a manner that is not prejudicial to the future relationships between the Education Review Office and schools.

## Experience and qualifications

### **Educational Qualifications**

A university degree, tertiary equivalent and/or extensive relevant experience. Te Reo Māori Lead Advisor should be able to demonstrate a commitment to continuing their professional development.

Additionally, Te Reo Māori Lead Advisor must hold a current full driver's licence.

### **Knowledge, Experience and Skills**

Te Reo Māori Lead Advisor will have:

- effective communication skills in te reo Māori and English both written and oral
- confidence and knowledge in tikanga Māori
- a strong understanding of Te Tiriti o Waitangi and its implications for the education sector and ERO
- knowledge of effective pedagogical practice in Māori immersion education settings
- understanding of second language acquisition theories and practices
- up-to-date curriculum knowledge
- up-to-date knowledge of assessment, analysis and use of achievement information
- up-to-date professional knowledge of evaluation for improvement
- well-informed of the importance of the law and legal processes
- a practical level of computer literacy and familiarity with standard business tools
- previous leadership and management experience within the sector in a substantive or acting capacity
- a high level of analytical skills
- the ability to:
  - form sound decisions based on evidence
  - relate positively to a wide range of people
  - plan and organise resources effectively and efficiently
  - assess and manage risks and alert managers where appropriate
  - produce written reports that are appropriate, interesting and fluent and correct in terms of grammar, syntax and spelling
  - write reports that are logical, based on evidence, draw conclusions that are explicit and direct and that can withstand public scrutiny.

### **Personal Qualities and Attributes**

The Te Reo Māori Lead Advisor role requires:

- good interpersonal skills, including the ability to work in a leadership role with other staff, providing and responding to practical and appropriate feedback
- adaptability and the ability to anticipate, identify, analyse and resolve problems in an innovative manner
- effective decision making, based on analysis, common sense, experience and judgement
- the ability to handle uncertainty and remain confident when confronted with criticism or intellectual challenges, whilst remaining respectful of others
- integrity and a well-developed appreciation of what counts as ethical conduct
- self-motivation and the ability to set and work to priorities
- emotional maturity and self-reliance
- a commitment to updating personal and professional knowledge
- active commitment to ERO's purpose and whakataukī.

## Education Review Office Core Competencies

The Leadership Success Profile (LSP) describes what effective leadership looks like across New Zealand's Public services. The capabilities and outcomes required for this role are included below. For more information, go to [Leadership Success Profile](#).

### Core competencies for the role

#### Strategic Leadership – Navigating for the future “Where are we going? And how do we get there?”

To do this you will need to:

- **Lead strategically**
  - Think strategically (see issues through a range of stakeholder perspectives including Māori; and can move between the detail and a bigger picture perspective)
  - Progress currently thinking (provide suggestions within your area of expertise)
  - Implement strategy (align your work with strategic objectives and ERO's vision)
- **Lead with influence**
  - Persuade others (asks questions to understand others' concerns and present a clear and convincing rationale for ideas)
  - Communicate clearly (tailor your messages so that they are clear, succinct, and resonate with your different audiences)

#### System leadership – Stewardship (of people, functions, organisations and systems) “How do we together build for a better future?”

To do this you will need to:

- **Enhance organisational performance**
  - Support organisational performance (suggest and act on opportunities to do things differently and improve processes to achieve gains in effectiveness and efficiency)
- **Enhance system performance**
  - Support organisational performance (suggest and act on opportunities to do things differently and improve processes to achieve gains in effectiveness and efficiency)
- **Lead at the political interface**
  - Show political awareness (display understanding of the essentials of how the government and education sectors work, and ensure that written documentation and verbal presentations reflect political sensitivities)

#### Delivery Management - Making it happen (with and through others)

“How will we turn what we know into what we do?”

To do this you will need to:

- Efficiently manage work priorities
- Manage and deliver on work priorities (highly motivated to plan and organise yourself to deliver on work commitments to meet required timeframes and high quality standards)
- Take collective responsibility for the performance of Review and Improvement Services