Position Description

Te Aho o Te Kura Pounamu

Position:	Principal Advisor - Curriculum
Team:	Curriculum
Wahanga:	Curriculum
Location:	Wellington
Reporting to:	Deputy Chief Executive, Curriculum
Salary range:	Korn Ferry Level 19

Position Context

Te Aho o Te Kura Pounamu (Te Kura) is New Zealand's largest school with over 14,000 students (ākonga) at any point in time, and annually over 24,000 ākonga, most of whom live in New Zealand. Te Kura is a state-funded distance education provider that offers a wide range of personalised learning programmes and courses, from early childhood to NCEA Level 3, including to young adult and adult learners, mostly delivered online. We have staff located throughout New Zealand, three quarters of whom are teachers (Kaiako).

Our vision is to enable our ākonga to achieve their educational and personal goals, empowering them to become engaged and contributing members of their communities. That means putting our ākonga at the centre of their learning by providing a flexible, personalised approach, so that they can choose when and where they learn. Ki te tī, ki te tā, ki te katoa – Anytime, anywhere, anyone.

Purpose Statement

Te Kura is a Big Picture Learning school focused on engaging ākonga in learning that is relevant to them in their context and prepares them to be productive, positive and successful citizens. A combination of online and authentic learning opportunities provides a highly personalised and flexible environment for all ākonga.

The Curriculum Wāhanga drives the design, ongoing review, and implementation of Te Kura's curriculum and assessment for learning framework, following the direction set by Te Whāriki and the New Zealand Curriculum, complemented by Te Ara Pounamu, Te Kura's local curriculum, and Ngā Huānga Mātauranga Māori, Te Kura's Mana Ōrite mō te Mātauranga Māori framework.

The Principal Advisor Curriculum supports the Deputy Chief Executive Curriculum, the Curriculum Leadership team, and the Learning Systems team to discharge their responsibilities by providing advice, leading projects as required, and coordinating across-school Curriculum initiatives. This a senior advisory and leadership role that supports the strategic development and implementation of curriculum at Te Kura.

This role contributes to the design of curriculum that is Te Tiriti-honouring, inclusive, clear and easy to use, responding to the uniqueness and diversity of all ākonga - their identities, languages, cultures

and strengths, a curriculum where all ākonga experience a sense of belonging, feel valued and understand there are many ways to be successful.

The position reports to and works closely with the Deputy Chief Executive, Curriculum and is responsible for the oversight and coordination of key curriculum initiatives, as well as school wide initiatives that involve Learning Delivery and Systems and Support Wāhanga.

The position holder will carry out the position duties in a manner that supports and reinforces the vision, strategic priorities and values of Te Kura and complies with all Te Kura policies and procedures.

In particular, Te Kura is committed to providing a safe and healthy work environment and complies with the Health and Safety at Work Act 2015. As a position holder you are required to comply with all Te Kura health and safety policies and procedures and to take responsibility for your own actions. The position holder is required to report any health and safety risks and issues to their manager.

Key Accountabilities

Key Accountabilities	Major Tasks/ Activities
Strategic Leadership	• Develop and coordinate the Curriculum reporting and planning framework and report to the Senior Leadership Team in line with Te Kura's strategic plan • Provide advice and information to the Senior Leadership Team as required regarding deliverables, opportunities, risks, and our successes that help to tell our story. • Collaborate with the Chief Executive's Office, Learning Delivery and Systems and Support Wāhanga to ensure alignment of planning and delivery in relation to Te Kura’s strategic plan • Together with the DCE Curriculum represent Te Kura and its vision for ākonga at inter-agency level, including in relation to joint initiatives, with a view to ensuring successful outcomes for ākonga • Act as DCE Curriculum, as required
Curriculum Coordination, Evaluation and Reporting	• Provide oversight, insights, evaluation and support to strategic leadership in key areas of Curriculum delivery; ○ National coordination and support for Kaiako Matua ○ Oversight of annual curriculum reporting across learning areas and levels ○ Oversight of Academic Committee operations ○ Co-ordination of curriculum initiatives nationally and across regions

	• Work closely with the Learning Delivery Wāhanga to ensure Te Ara Pounamu, Te Kura's local curriculum, is interwoven in the delivery of learning to all ākongaLead and coordinate Curriculum planning across Te Kura, in collaboration with others and in a manner that provides depth and breadth of data and information to measure performance against deliverables, and to inform strategic direction and continuous improvement • Coordinate individual, team and wāhanga contributions to Te Kura's annual reporting, including leading analysing and aligning information from across rōpū • Analyse reporting outcomes and collaborate with others in the Curriculum Wāhanga to identify risks, opportunities and improvements • Ensure information from key stakeholders; ākonga, whānau, Te Kura kaimahi and external agencies is collected, analysed and available: o to assess effective curriculum outcomes to ākonga o to enable reporting against deliverables o to inform future strategic direction, and o to coordinate the development of initiatives to deliver learning that meets ākonga needs • Navigate relationships, competing priorities and varied viewpoints to reach outcomes that are workable and deliver on Te Kura's goals and vision • Apply knowledge of legislation and Te Kura's policies and procedures across all areas of Curriculum development and mahi • Keep up to date with educational initiatives within New Zealand and overseas to inform Te Kura's curriculum development
Programme and Project Management	• Consistently apply project management, relationship and high-level collaborative skills to ensure effective and sustainable delivery of programmes that contribute to ākonga engagement and achievement at Te Kura • Contribute to and maintain oversight in relation to Curriculum programme initiatives, working closely with project leads from the initial scoping to delivery

	stages, maintaining overview of progress and ensuring tracking against desired outcomes • Maintain oversight of budget for Curriculum programme initiatives, ensuring all relevant financial information is available to assist the Curriculum Leadership Team in decision-making • Coordinate Curriculum Leadership Team deliverables in relation to across-school projects
Professional knowledge and skills	• Demonstrate knowledge of te ao Māori • Provide in-depth knowledge of Te Whāriki, the New Zealand Curriculum, and Te Marautanga o Aotearoa • Provide in-depth knowledge and support in relation to Te Ara Pounamu/Te Kura Big Picture learning • Keep up to date with professional learning and developments in relation to curriculum • Provide pedagogical expertise across the school spanning Early Childhood to Senior Secondary • Enhance the knowledge and skills of others by sharing information and collaborating with Te Kura kaimahi on across-school initiatives, related projects and mahi • Provide support to Regional Managers, Regional Leaders of Learning, Kaiako Matua, Team Leaders, and kaiako as requested • Support the development of the Curriculum Leadership Team
Relationships, Partnerships and Communication	• Share information in a considerate, respectful, and honest manner to facilitate effective outcomes • Build and maintain effective relationships with internal and external stakeholders • Promote Te Ara Pounamu across Te Kura, and to external agencies and other stakeholders as relevant • Provide communications and guidance for Te Kura and external kaimahi about Te Ara Pounamu • Represent the Curriculum Wāhanga at Te Kura Board and Senior Leadership Team meetings, and otherwise, as required • Provide advice and guidance that is

	purposeful, trusted an influential • Represent Te Kura and the Curriculum Wāhanga at inter-agency discussions as required • Develop and manage external networks to enhance understanding and cooperation, and grow professional relationships, in particular with Māori, Pacific and other priority groups
Financial management and viability	• Assist the DCE Curriculum to prepare and monitor Curriculum budgets and financial forecasts and complete variance reporting to the satisfaction of the Chief Executive • Ensure robust financial information is available as required to the DCE Curriculum to inform decision-making • Liaise and work collaboratively with Te Kura's Finance Team: o ensuring detailed information is available on programme initiatives to enable Finance to provide robust financial information o maintaining an awareness of Te Kura's budget, financial planning and reporting requirements, policies, and procedures • Ensure effective, efficient and ethical use of financial resources when coordinating programme development
Risk management	• Effectively identify, manage and report risks • Collect and analyse information, including options to mitigate and manage risks, to fully inform decision-making • Provide information and advice to Te Kura's Risk Assurance Committee (RAC) as required
Cultural Responsiveness	• Support ākonga, whānau and kaimahi wellbeing, engagement and achievement by acknowledging and responding to culture, language and identity • Incorporate the outcome domains of Ka Hikitia in Curriculum planning to support ākonga Māori to achieve excellent and equitable outcomes • Contribute to growing effective

	relationships with iwi, Māori and other organisations to support the wellbeing, engagement, progress and achievement of ākonga Māori • Actively contribute to the success of Te Rautaki Reoruatanga, Te Kura's Bilingual Strategy • Establish and maintain collaborative and respectful relationships and professional behaviours that enhance wellbeing, engagement, progress and achievement for Pacific learners • Demonstrate awareness of the diverse and ethnic-specific identities, languages and cultures of Pacific learner • Actively contribute to the actions of Te Kura's Pacific Success Plan • Collaborate with other organisations to lift ākonga performance
Other Duties	• The position holder is expected to perform such other duties as can reasonably be regarded as incidental to the Position Description and such other duties reasonably within their experience and capabilities as may be from time-to-time assigned following consultation.

Leadership and Management Competencies

State Services Commission and Te Kura Competencies

Navigating for the future

1. Leading strategically
Think, plan, and act strategically; to engage others in the vision, and position teams, organisations, and sectors to meet customer and future needs.

2. Leading with influence
Lead and communicate in a clear, persuasive, and impactful way; to convince others to embrace change and take action.

3. Engaging others
Connect with and inspire people; to build a highly motivated and engaged workforce.

Identifying and developing our 'talent'

4. Enhancing people performance
Manage people performance and bring out the best in managers and staff; to deliver high quality results for customers.

5. Developing talent
Coach and develop diverse talent; to build the people capability required to deliver outcomes.

6. Enhancing team performance

Build cohesive and high performing teams; to deliver collective results that are more than the sum of individual efforts.

Making it happen - with and through others

7. Achieving ambitious goals
Demonstrate achievement, drive, ambition, optimism, and delivery-focus; to make things happen and achieve ambitious outcomes.

8. Managing work priorities
Plan, prioritise, and organise work; to deliver on short and long-term objectives across the breadth of their role.

9. Achieving through others
Effectively delegate and maintain oversight of work responsibilities; to leverage the capability of direct reports and staff to deliver outcomes for customers.

Stewardship - of people, functions, organisations and systems

10. Enhancing organisational performance
Drive innovation and continuous improvement; to sustainably strengthen long-term organisational performance and improve outcomes for customers.

11. Enhancing system performance
Work collectively across boundaries; to deliver sustainable and long-term improvements to system and customer outcomes.

12. Leading at the political interface
Bridge the interface between Government and the Public Sector; to engage political representatives and shape and implement the Government's policy priorities.

Leadership Character

13. Honest & Courageous
Deliver the hard messages and makes unpopular decisions in a timely manner; to advance the longer-term best interests of customers and New Zealand.

14. Curious
Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

15. Self-aware & agile
Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations.

16. Resilient
Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.

Working Relationships

Internal working relationships

- Assessment & Qualifications Lead
- Te Mātanga o te Marau mō te Mātauranga Māori
- National Leaders of Learning
- Learning Systems Team
- Regional Leaders of Learning
- Kaiako Matua
- Manager Creative Services
- Senior Leadership Team
- Te Kura Board
- CE's Office kaimahi
- Principal Advisor Learning Delivery
- Regional Managers
- Team Leaders
- Senior Business Analyst
- Senior Planning and Reporting Advisor
- Information Resource Group
- Systems and Support Wāhanga
- All Te Kura Kaimahi

External working relationships

- Ministry of Education
- NZQA
- Community groups

Delegations

Financial and Human Resources Delegations (Level 4)

Major Challenges

Identifying, prioritising and distilling information and opportunities based on potential contribution to, or impact on, Te Kura's strategic goals.

Maintaining national consistency and coherence while allowing for regional difference.
Ensuring others are brought along on the journey to achieve, participate, and contribute to successful outcomes for our ākonga.

Leading and coordinating initiatives across the school, and working collaboratively with talented, committed and diverse kaimahi to ensure strategy translates into strong end-to-end, well-communicated processes and ākonga outcomes

Qualifications, Attributes and Experience

Essential	Preferred
• Teaching background and/or relevant educational tertiary qualification • Sound current knowledge of the New Zealand education system • Experience in senior leadership in an education or government role • Curiosity, flexibility, and openness to latest ideas and differing perspectives • Resilience, and ability to help others maintain focus and optimism • Ability to innovate, problem-solve and achieve goals • Ability to plan strategically, prioritise, report clearly against deliverables, and delegate effectively • Ability to promote and lead change • Demonstrated commitment to equitable outcomes for all ākonga • Excellent relationship management skills, including when working with teams online and at distance • Highly effective verbal and written communication skills • Knowledge and understanding of, and/or practical experience in delivering authentic Big Picture Learning • In-depth knowledge of national curriculum and assessment frameworks and latest developments • Practical specialist expertise in Early Childhood Education, and/or across a range of curriculum levels and/or in one or more learning areas of the New Zealand Curriculum • Proven experience in facilitating and leading curriculum adaptation, innovation, development, and implementation • Active in professional learning communities • Proven ability to work in an agile environment, and to work with ambiguity to deliver high quality outcomes within agreed timeframes and budgets • Effective problem-resolution skills	• Working knowledge and ability in te reo Māori or a Pacific language • Experience in online distance learning

• Proven experience and knowledge of best practice risk management • Extensive experience working with ākonga and whānau Māori • Extensive experience working with Pacific ākonga and whānau • Confidence and willingness to learning to use new technology and systems, including learning management systems	