

JOB DESCRIPTION

Position title	Education Support Worker
Group/business unit	Learning Support
Location	Auckland
Reports to	Service manager (through the lead worker)

Our purpose

The Ministry of Education is the Government's lead advisor on the education system, shaping direction for education agencies and providers. The Ministry delivers policies and services focused on its leadership role in the education sector. This includes coordination with other sector and government agencies and forums to achieve shared goals through cross sector work programmes and contribution to broader government goals.

The overarching outcome to which the Ministry contributes is to build a world-leading education system that equips all New Zealanders with the knowledge, skills and values to be successful citizens in the 21st century and shapes, leverages and influences Māori enjoying education success as Māori.

Group/unit description

Learning Support is charged with leading the sector in ensuring that children with learning support needs achieve their full potential through education. The national office ensures that policy advice, system design, service provision and resourcing each work effectively. The regional and local offices provide a wide range of services and support both directly and indirectly to children and young people with learning support and developmental needs.

Learning Support works closely with parents, families/whānau, caregivers, iwi, Māori, Pasifika and other communities, schools, early childhood educators and agencies. Together with the Ministry's regional education offices, Learning Support supports access to a continuum of services available to children with diverse needs.

Our Promise

Learning Support's service promise clearly sets out what people can expect from us, and what we expect from each other. To work for Learning Support means being committed to this promise and to delivering it every day, in all our work.

Our Promise:

Every day, children will learn and succeed because of the work we do.

We will:

- value, respect and treat you fairly
- listen and understand you
- together, find what works
- make it easy for you to work with us
- do what we say we will do in a timely manner.

Position purpose

You will be working with a child or children with learning support needs to support their presence, participation and learning in an early childhood education setting.

You will work in collaboration with the early intervention team, the child's parents/caregivers, family/whānau, teachers and other educators.

More information about Learning Support is available on the Ministry's website: www.minedu.govt.nz.

Team

Your team is part of a wider district service operated by the Ministry of Education, Learning Support.

You are responsible to, and work through the lead worker for the child, and ultimately to the relevant service manager.

Dimensions of the position for which the incumbent is accountable

Number of direct reports	N/A
Total number of indirect reports	N/A
Operating budget	N/A
Other (formal Ministry delegation levels etc)	N/A

Key tasks	Key deliverables/outcomes
Supporting the child's participation and learning	<p>While you are working as an ESW you will use your initiative to undertake key tasks that support the staff of the centre to ensure the child is fully included in all aspects of the curriculum.</p> <p>This is likely to include:</p> <ul style="list-style-type: none">• Getting to know the child well, valuing them as individuals and forming a consistent warm relationship with the child.• Getting to know the staff and children

	<p>at the centre and becoming familiar with the centre's policies (including health and safety), procedures and practices.</p> <ul style="list-style-type: none"> • Supporting full participation in centre activities, routines and celebrations. • Supporting children's spontaneous learning and allowing them to make choices and to make 'mistakes'. • Following the child's lead in their chosen activity and extending the child's play. • Creating opportunities for interactions. • Involving the child in group times. • Encouraging the development of friendships between the child and other children at the centre. • Encouraging independence and problem solving skills. • Assisting in planning the child's Individual Plan. • Implementing aspects of the child's Individual Plan using strategies that have been agreed by the team. • Keeping some brief written records of the child's progress. • Developing appropriate and professional relationships with families, centre staff and Ministry colleagues. • Responding appropriately to the day-to-day professional guidance and direction of the centre's teaching staff. • Other tasks as negotiated with the child's lead worker. <p>You will also be required to:</p> <ul style="list-style-type: none"> • Undertake professional development to build the knowledge and skills required to implement the Individual Education Plan (IEP). • Complete required administrative and reporting tasks. • Attend meetings and training sessions as required.
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Mandatory achievement areas for all Ministry staff positions	Key deliverables/outcomes
Ka Hikitia – Managing for Success	<p>Has an understanding and working knowledge of Ka Hikitia-Managing for Success including the goals and actions. Applies this knowledge to ensure all work results in Māori enjoying education success as Māori.</p>
Health and safety	<p>Takes all practicable steps to ensure safety at work and that no action or inaction causes harm to anyone else.</p> <p>Reports all hazards, accidents, near misses, or unsafe conditions to your manager or health and safety representative as soon as possible</p> <p>Observes Ministry stated health and safety policies and guidelines.</p> <p>Knows and complies with all Ministry health and safety policies and guidelines.</p>

Personal requirements

These are the skills, abilities and experience you need to be an education support worker.

- An ability to work cooperatively as part of a team and within the practice and philosophy of the early childhood education setting(s) you are working in.
- Commitment to the policy of inclusion of all young children in regular early childhood education settings.
- An understanding and appreciation of the prime importance of family/whānau in the child's life.
- A positive attitude and belief in the individual child and their potential.
- An understanding of how children learn through play.
- Ability to plan and manage time effectively
- Proactive and practical problem solving ability.
- Openness to new ideas and willingness to learn and use opportunities.
- An understanding of the need for confidentiality and discretion.
- Good listening and communication skills and written skills.
- Sensitivity to Maori and other cultural and ethnic groups.
- A warm and friendly personality and a good sense of humour.
- Practical experience working with children.
- A current New Zealand driver's licence, preferred.