

2025 Secondary Senior Managers' Sabbatical

Applications close Wednesday 8 May 2024

Application
Guide

About the Secondary Senior Managers' Sabbatical

Background

The Secondary Senior Managers' Sabbatical was negotiated as one of the professional learning provisions for secondary senior managers as part of the Secondary Teachers' Collective Agreement (STCA).

What is this award?

The purpose of a Secondary Senior Managers' Sabbatical is to provide a sustained period of time in a senior manager's career to engage in professional learning activities, including time for reflection.

Please note that this leave is intended specifically for professional development.

The school receives relief funding, in accordance with the relevant collective agreement, while the senior manager is on sabbatical.

A senior manager is defined as a teacher who holds a position of assistant principal or deputy principal.

The terms 'assistant principal' and 'deputy principal' are defined by role, not necessarily by title. They are used in this context to indicate the role of senior teachers who have school-wide leadership, management and/or administrative responsibilities, and who formally deputise from time to time for one or more of the principal's responsibilities. Please refer to clause 4.3B.2 of the STCA.

What does the sabbatical provide?

The Secondary Senior Managers' Sabbatical provides 10 school weeks' paid leave at the senior manager's normal salary in any term of the year following a successful application. 'Normal salary' includes all permanent salary units and allowances.

Where fixed-term salary units and allowances are held, the applicant should clarify with their principal whether these will continue to be paid.

The leave counts as service for most purposes.

Any salary increases or increments due during the sabbatical still apply, according to the provisions of the STCA.

The sabbatical does not include additional expenses associated with the leave.

The purpose of the Secondary Senior Managers' Sabbatical is to:

- improve knowledge, skills and practice through engagement in professional learning that contributes primarily to the leadership and management of secondary schools
- enhance professional learning and management cultures in secondary schools
- improve overall retention rates of experienced, effective senior managers
- meet the Ministry of Education's priorities.

How many sabbaticals are available each year?

Each year there are 10 sabbaticals, each of 10 school weeks' duration (i.e. one term), available to senior managers in state or state-integrated secondary schools.

Eligibility criteria

To be eligible to apply for a Secondary Senior Managers' Sabbatical, you must:

- be employed under the Secondary Teachers' Collective Agreement or applicable Individual Employment Agreement (IEA)
- be a full-time teacher
- hold a full and current practising certificate
- be currently employed as a senior manager in a New Zealand state or state-integrated secondary school
- have a period of at least seven years' unbroken teaching service
- intend to continue in a management role after the sabbatical
- not currently be under review for competence and/or conduct and discipline (as per sections 3.3 and 3.4 of the STCA)
- have not received a Secondary Teachers' Sabbatical or Secondary Senior Managers' Sabbatical within the last five years
- have the support of your principal and school board/ employer (or limited statutory manager or commissioner)
- Understand you will have to demonstrate that you will benefit from a period of professional learning related to your role as a senior manager

You can apply for both a Secondary Senior Managers' Sabbatical and a Secondary Teachers' Sabbatical if you meet the eligibility criteria but you can only accept one sabbatical. Please note that previous Ministry-funded leave taken is a factor considered in the selection process.

How is my application assessed?

First, we will check that your application meets all the eligibility criteria. A selection panel, made up of representatives from the Ministry of Education, the New Zealand School Trustees Association (NZSTA) and the Post Primary Teachers' Association (PPTA), will then assess your application on the following:

- the professional learning proposal will focus on improving knowledge, skills and practice relevant to the leadership and management of a secondary school, through the completion of one or more approved professional learning activities (see 'Approved professional learning activities' below)
- the senior manager demonstrates clarity about the purpose and programme of work within the allocated timeframe
- the senior manager has explained the benefits of this work for self, students and their school (e.g. contribution to the Ministry of Education's education priorities and local school goals)
- the senior manager describes how they will report on their sabbatical
- any previous leave granted or awards received will be taken into consideration.

The selection panel's role is to ensure that the selection process is open, fair, consistent and impartial, and that it provides for equal opportunity and non-discrimination.

Approved professional learning activities

The professional learning you're planning to complete during your sabbatical should be one or more of the following activities (examples only):

1. Spending a sustained period visiting schools and/or organisations.
2. Completing study with a recognised tertiary institution, that enhances your role.
3. Undertaking an investigation or research project.
4. Developing a programme that aligns with the strategic goals of the school.
5. Attending a conference or course.

Please note: Your regular day-to-day work is not considered an approved learning activity.

Approval of a sabbatical

Written confirmation from your employing principal and school board/employer required confirming that, should an offer of a sabbatical be made, leave will be approved.

The timing of the sabbatical is to be agreed by the teacher and the principal, taking into account the needs of the school and the needs of the teacher.

If you have not yet received support from your principal and school board you may still apply but will need to provide this information by two weeks after the closing date. In the meantime you will need to explain why you have not included written confirmation of support for your application.

Expectations if awarded a sabbatical

If you are selected for a sabbatical, you must:

- Notify TeachNZ of any changes to information included on the application form (e.g. your employment status, your contact details, your proposal, or if you take up a new position).
- Undertake the professional learning activities as stated in your proposal.
- Produce a report from your professional learning,

If you are successful and then decline the offer, you can re-apply with no prejudice in a subsequent year.

A sabbatical cannot be postponed to the next year. However, under exceptional personal circumstances or where the principal can demonstrate the school is unable to obtain a reliever for the teacher during the year for which the sabbatical is awarded, the senior manager and school board/employer may postpone the leave to the first or second term of the following year, subject to notification and agreement by TeachNZ.

Timetable

The following is the timetable for the application process.

WEDNESDAY 8 MAY 2024

Application closing date

WEDNESDAY 15 MAY 2024

Closing date for submitting additional information

JULY 2024

Selection process

WEDNESDAY 17 JULY 2024

Senior managers notified of results

2025 Secondary Senior Managers' Sabbatical

Frequently asked questions

Frequently
asked
questions

General

When will I find out the outcome of my application?

You will be notified by Wednesday 17 July 2024

Are all the sabbaticals allocated each year?

Yes, the selection process for Secondary Senior Managers' Sabbaticals is always competitive as there are only 10 available each year. Selections are made according to the criteria detailed on page 2 in 'How is my application assessed?' of the application guide.

What does a Secondary Senior Managers' Sabbatical provide?

A Secondary Senior Managers' Sabbatical provides you with paid leave for 10 school weeks. TeachNZ (Ministry of Education) covers the relief costs to replace you while you are on leave, including any holiday pay due to a relief teacher.

Please note that there is no contribution to any additional expenses.

How long is a sabbatical?

A sabbatical is paid leave for 10 school weeks only. If you choose to take your sabbatical in a term that is nine weeks in duration, you can choose to take the tenth week of your sabbatical either in the last week of the term before or the first week of the term after, in agreement with your principal.

What do I need to do to confirm dates for my sabbatical? Can my sabbatical dates change? Please indicate on the application form the term that you are planning on taking the sabbatical. If you are successful you will be asked to confirm the dates. If you do wish to change these dates please note that your school must agree to these. Please notify TeachNZ if these dates change.

Can I submit more than one application for the same award?

No, you can only submit one application for each award.

Can I work while on a sabbatical?

No, the purpose of a Secondary Senior Managers' Sabbatical is to provide a sustained period of time in a senior manager's career to engage in professional learning activities, including time for reflection. You cannot work at your school or another school while on sabbatical.

Do I need to return to the same school after completing my sabbatical?

There is an expectation that you will return to either your previous role or a similar one.

What if I am offered a position at a different school?

If you are offered a position at a different school you will need approval from the new school board/employer and principal. You would need to provide TeachNZ with written confirmation of support from that principal and school board/employer, so we can advise the correct school on how to charge teacher relief costs to TeachNZ (Ministry of Education).

When can I take my sabbatical?

You can choose which term to take your sabbatical as long as your principal is in agreement.

Can I postpone my sabbatical until the following year?

You may request to postpone your sabbatical under exceptional circumstances to either Term 1 or 2 of the following year. You must have your school board/ employer and principal's support to do this and provide written confirmation of this to TeachNZ with a short explanation of the reason for this change.

Can I withdraw from a Secondary Senior Managers' Sabbatical?

If you choose to withdraw from the sabbatical, you can apply again in the future with no prejudice. You will need to let us know in writing that you would like to withdraw. We can accept this via email to teacher.studyawards@education.govt.nz.

Can I apply for more than one award?

Yes, but you can only accept one award. If you're successful in more than one application, you will be asked to choose which award you would like to accept. Please note that you must send in a separate application for each award.

What will happen if I have applied for the wrong award?

Your application will only be assessed for the award you have applied for. It's important that you check the application information to ensure you are applying for the correct award.

Eligibility

I'm employed part time. Can I apply for a Secondary Senior Managers' Sabbatical?

No, you must be employed full time to be eligible to apply.

I'm on a fixed-term contract. Can I apply for a Secondary Senior Managers' Sabbatical? Yes, but you will need to be employed by a school during the sabbatical, as TeachNZ provides relief funding to your school while you are on sabbatical.

Can I apply if I'm a long-term reliever?

Yes, but you will need to be employed by a school during the sabbatical, as TeachNZ provides relief funding to your school while you are on sabbatical.

I am appointed to the Community of Schools Teacher (across community) role, am I able to take sabbatical leave for Senior Managers?

Yes. A teacher in receipt of the allowance for the Community of Schools Teacher (across community) role may apply for senior managers sabbatical leave to be taken while they hold that role provided that any application has the support of their employing board which shall consider the needs of the wider Community of Schools.

If I am appointed to the Community of Schools Teacher (within school) role, am I able to take Senior Managers Sabbatical leave?

Yes, apply as usual.

My certification is currently Tiwhikete Whakaakoranga Pūmau | Full Practising Certificate (Category Two). Can I apply?

Yes, but only if you will receive Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category One) by December 2024.

Please notify TeachNZ if your certification status changes during the application or selection process.

Can I apply if I have previously had a study award or sabbatical?

Yes, but to be eligible you must not have received a Secondary Teachers' Sabbatical or Secondary Senior Managers' Sabbatical in the last five years.

Please note that one of the selection factors is whether you have been granted any previous leave or received awards at any time.

Can I apply if I'm not a member of a teachers' union?

Yes, the sabbaticals are open to all senior managers in New Zealand state or state-integrated secondary schools who meet the eligibility criteria.

Completing your application form

Confirming your years of unbroken service

To be eligible you must have a period of at least seven years' unbroken teaching service. To help the selection panel accurately assess applications please confirm your longest length of unbroken teaching service in years.

Periods of relief and part-time teaching count as service.

What is considered a break in service?

A break in service is any break or leave you have had from teaching longer than one term. Please see the application form for information on what counts as service and what breaks service.

Does parental leave break my service?

Parental leave of up to four years does not count as a break in service, any parental leave exceeding 4 years will be considered as a break in service.

Approved professional learning activities

Where can I find information on the professional learning activities completed by previous sabbatical recipients?

Reports by successful applicants from previous years can be found on the Educational Leaders website www.educationalleaders.govt.nz.

Can I change my sabbatical project after submitting an application?

Yes, but not substantially. Please notify TeachNZ of any proposed changes in writing, and provide details of this and an explanation of the reason for this change as this will need to be approved.

Sabbatical proposal requirements

How should I present my proposal?

Please see section 6 of the application form and complete your sabbatical proposal in the requested format. This makes it easier for the selection panel to assess applications consistently.

Can I put in a joint sabbatical proposal with another teacher?

You can put in a joint application for a sabbatical, but each application will be assessed separately by the selection panel, so they may be ranked differently.

Can I submit more than one sabbatical proposal with my application?

You can only submit one sabbatical proposal with your application.

Principal and school board support

What can I provide as evidence that my principal supports my application?

We can accept one of the following as support:

- A signed letter of support from your school principal.
- An email sent directly from your school principal to TeachNZ.

Principal support, in one of the formats outlined above, must be submitted by two weeks after the closing date.

Please note that providing support for your application is a eligibility factor.

Who can support my application if my principal is away?

The acting principal is the only person who can support your application on behalf of your principal. Please make sure it is clear that the signature is from the person acting in the role of the principal.

Who can support my application if I am acting principal?

The principal should support your application. If your principal is unable to provide support in one of the approved formats please provide an explanation in the box provided.

What can I provide as evidence that my school board supports my application? we can accept one of the following as support:

- A copy of the relevant school board motion confirming support for your application. Please do not provide the full Board minutes, just the signed Board motion.
- A signed letter of support from the boards presiding member
- An email sent directly from the boards presiding member to TeachNZ

School board in one of the formats outlined above, must be submitted by two weeks after the closing date.

Please note that support for your application is a eligibility factor.

Who has the authority to support my application on behalf of the boards presiding member?

The deputy presiding member or another member who has delegated authority in the absence of the boards presiding member or their deputy.

Who can support my application if the school board has been disestablished?

Please ask the commissioner acting in place of the school board to confirm support for your application. Please ensure it's clear the signature is that of the commissioner.

Who can support my application if my school has a limited statutory manager employed?

If the limited statutory manager is acting in place of the school board for employment matters, ask the limited statutory manager to confirm support for your application, otherwise the boards presiding member should. Please ensure it's clear that the signature is that of the limited statutory manager.

What if I can't provide confirmation of principal and school board/employer support when I submit my application?

If you have not yet received support for your application you may still apply, but please send this in by two weeks after the closing date. Please provide an explanation in the box provided on the application form as to why the support of the principal and/or school board/LSM or commissioner is not included with your application.

Having this support for your application is a selection factor.

I am a Resource Teacher: Learning and Behaviour (RTL) and work in a number of schools. Which school board/employer and principal should I ask to support my application?

RTLs are employed by the cluster lead school's school board/employer. The schools where RTLs are located, but not employed, are called host (or satellite) schools.

Please ask the principal and school board/employer from your lead school to support your application.

Sending my application

Can I email you my application?

No, we can only accept applications submitted online.

Can I apply online?

Yes, just complete and submit your application form online at www.teachnz.govt.nz/studyawards before the closing date.

What happens if my application is late?

Late applications will not be considered.

How will I know you have received my application? You will receive an email to confirm that your application has arrived. Please contact us if you have not heard from us by the closing date.

What happens if my application is incomplete?

It's important to ensure you've submitted all the required information. If your application is incomplete, or is not in the correct format, the selection panel may not be able to assess it fully.

Can I send in additional information after submitting my application?

You may submit additional information for your application up to two weeks after the closing date; otherwise this cannot be considered.