

2025 Area School Teachers' Sabbatical

Applications close Wednesday 8 May 2024.

Application
Guide

About the Area School Teachers' Sabbatical

Background

The Area School Teachers' Sabbatical was negotiated as one of the professional learning provisions for teachers as part of the Area School Teachers' Collective Agreement (ASTCA).

What is this award?

Sabbaticals are available to area school teachers through the provisions of the Area School Teachers' Collective Agreement (ASTCA).

The school receives relief funding in accordance with the ASTCA while the teacher is on sabbatical.

What does the sabbatical provide?

The Area School Teachers' Sabbatical provides ten school weeks' paid leave at the teachers' normal salary in any term of 2025 following a successful application. 'Normal salary' includes all permanent salary units and allowances.

Where fixed-term salary units and allowances are held, the teacher 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 ASTCA.

This sabbatical does not include any additional expenses associated with the leave.

The purpose of the Area School Teachers' Sabbatical is to:

Directly:

- improve knowledge, skills, and practice through engagement in professional learning
- enhance teachers' enthusiasm for teaching
- provide opportunities to overcome any professional isolation experienced by Area School Teachers.

Indirectly:

- improve overall retention rates of experienced and effective area school teachers
- enhance the learning experiences of students
- enhance professional learning cultures in the schooling sector.

How many Area School Teachers' Sabbaticals are available each year?

There are 12 Area School Teachers' Sabbaticals available each year.

Eligibility criteria

To be eligible to apply for an Area School Teachers' Sabbatical, you must:

- be employed under the Area School Teachers' Collective Agreement or applicable Individual Employment Agreement (IEA)
- hold a full and current practising certificate (Tiwhikete Whakaakoranga Tūturu, Category One)
- be a full-time teacher with at least 10 years continuous service working in a New Zealand state or state-integrated school
- not be currently under review for competence and/or conduct and discipline (as per sections 2.3 or 2.4 of the ASTCA).

How is my application assessed?

First, we will check that your application meets all of the eligibility criteria outlined on page 1 of the application guide. A selection panel, made up of representatives from the Ministry of Education, the New Zealand School Trustees Association (NZSTA), New Zealand Educational Institute Te Riu Roa (NZEI) and the Post Primary Teachers Association Te Wehengarua (PPTA) will then assess your application on the following:

- Your proposal shows that the professional learning you're planning to complete during the sabbatical is in one or more of the approved fields (please see 'Approved professional learning activities' below).
- The purpose and programme of work within the allocated timeframe is clearly described.
- The benefits of the project for students, yourself and your area school are explained.
- There is a clear plan to share your professional learning.

For the final selection the selection panel will give consideration to:

- firstly, the total length of service in area schools
- secondly, the length of unbroken service prior to making this application
- thirdly, achieving a balance of proposals covering both primary curriculum and secondary curriculum areas.

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 following are approved professional learning activities:

1. Implementation of the New Zealand Curriculum and/or Te Marautanga o Aotearoa.
2. Assessment and its impact on student outcomes.
3. Leadership of teaching and learning.
4. The relationship between pedagogy and students' learning.
5. Pedagogical knowledge or educational theory.
6. Teaching and learning in other settings outside your school.
7. The learning needs of diverse students.
8. Improving participation and achievement by Māori or Pasifika students.
9. Student development, behaviour or support.
10. Specific aspects of student learning.

11. Extending specific subject or technological knowledge.
12. Adult learning and mentoring.

Approval of a sabbatical

Teachers who are granted a sabbatical will be given leave by their principal and school board/employer; the application form requests written support from your principal and school board/employer to demonstrate support for your application.

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.

While the application form asks for your principal and school board/employer's approval for leave, if you have not yet received support from your principal or the school board/employer you may still apply but you will need to provide this information by **Wednesday 15 May 2024**. You should provide an explanation as to why written confirmation from your principal and the school board/employer is not included with your application.

Expectations if awarded a sabbatical

If awarded a sabbatical, you must:

Notify TeachNZ if you are accepting or declining the sabbatical.

- 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, which can be placed online as a resource for other teachers within three months of completing your sabbatical. It is strongly recommended that a colleague reviews your report before it is submitted for online publication.

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 during the year for which the sabbatical is awarded, the principal and school board/employer may postpone the sabbatical to the first or second term of the following year, subject to notification and agreement from TeachNZ.

If you are awarded a sabbatical and decline the offer you can re-apply without prejudice in a subsequent year.

Timetable

The following is a timetable for the application process.

WEDNESDAY 8 MAY 2024

Application closing date.

WEDNESDAY 15 MAY 2024

Closing date for submitting additional information

MAY - JUNE 2024

Selection process

THURSDAY 27 JUNE 2024

Teacher's are notified of results.

2025 Area School Teachers' Sabbatical

Frequently asked questions

Frequently
asked
questions

General

When will I find out the outcome of my application?

You will be notified by Thursday 27 June 2024.

Are all the awards allocated each year?

Yes, there are 12 Area School Teachers' Sabbaticals available. Please note that key factors in the ranking of teachers are the length of service in area schools and length of unbroken service.

What does an Area School Teachers' Sabbatical provide?

An Area School Teachers' Sabbatical provides you with paid leave from school 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 is my application assessed?

There are two parts to this:

Part one: Does the application meet the following requirements?

- The professional learning proposed is within one or more approved fields
- The purpose and programme of work within the allocated timeframe is clearly described.
- The benefits of the project for your students, yourself and your area school are explained.
- There is a clear plan to share on your professional learning.

Part two: For the final selection the selection panel will give consideration to:

- A teacher's total length of service in area schools.
- If necessary, the length of unbroken teaching service prior to making this application.
- Achieving a balance of proposals covering both primary curriculum and secondary curriculum areas.

Note: The length of your service in area schools and the length of unbroken service (years of continuous service) prior to making an application are key factors in ranking applications.

How long is a sabbatical?

A sabbatical is 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 sabbatical leave either in the last week of the term before or the first week of the term after, in agreement with your school.

When can I take my sabbatical?

You can choose which term to take your sabbatical as long your school is in agreement. Please make sure you notify TeachNZ of the dates you plan to take your sabbatical.

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 these must be agreed to with your school. Please notify TeachNZ if these dates change.

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 you check the application information to ensure that you are applying for the correct award.

Can I work while on sabbatical?

No, the purpose of the Area School Teachers' Sabbatical is to provide a sustained period of time in a teacher's career to engage in a balance of professional learning activities, reflection and rejuvenation. You cannot work at your school or another school while on sabbatical.

Can I apply for more than one award?

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

Can I submit more than one application for the sabbatical?

No, you can only submit one application for each sabbatical you apply for.

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 area 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).

Can I postpone my sabbatical until the next 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 principals and school board/employer'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 an Area School Teachers' Sabbatical?

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

Eligibility

If I am a primary or secondary-trained teacher working in an area school, can I apply for an Area School Teachers' Sabbatical?

The sabbatical you are eligible to apply for depends on which collective agreement you are employed under.

You can apply for an Area School Teachers' Sabbatical if you are covered by the terms and conditions of the Area School Teachers' Collective Agreement and meet all eligibility criteria.

If you are covered by the terms and conditions of the Primary or Secondary Teacher Collective Agreements, you may be eligible to apply for a Primary or Secondary Teachers' Sabbatical. Please visit www.TeachNZ.govt.nz/studyawards to find out more.

I am a Resource Teacher: Learning and Behaviour (RTL) who works in primary and/or secondary schools, but my lead school is an area school. Can I apply for this sabbatical?

The sabbatical you are eligible to apply for depends on which collective agreement you are employed under. You can apply for an Area School Teachers' Sabbatical if you are covered by the terms and conditions of the Area School Teachers' Collective Agreement and meet all eligibility criteria.

Although you are working in primary and/or secondary schools, as your lead school is an area school you may be employed under the terms and conditions of the Area School Teachers' Collective Agreement. If you are covered by the terms and conditions of the Primary or Secondary Teacher Collective Agreements, you may be eligible to apply for a Primary or Secondary Teachers' Sabbatical. Please visit www.TeachNZ.govt.nz/studyawards to find out more.

I am a part-time teacher; can I apply for an Area School Teachers' Sabbatical?

No, to be eligible to apply you must be a full-time teacher.

I am on a fixed-term contract; can I apply for an Area School Teachers' Sabbatical?

Yes, if you are employed full-time, but you will need to be employed by a school during the sabbatical, as TeachNZ (Ministry of Education) provides relief funding to your school while you are on sabbatical.

Can I apply if I am a long-term reliever?

Yes, if you are employed full time, but you will need to be employed by a school during the sabbatical, as TeachNZ (Ministry of Education) provides relief funding to your school while you are on sabbatical.

The eligibility criteria state that I need to have at least 10 years' continuous service in New Zealand state or state-integrated schools. I am currently in my tenth year of teaching. Can I apply?

Yes, if your length of continuous service as at December 2024 will be 10 years.

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

Yes, but only if you will receive full certification status by December 2024.

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

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

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

Completing your application form

How do I work out my years of continuous service? Count back from the end of 2024 until there is a point that breaks service. See the application form for information on what is considered a break in service.

What is considered a break in service?

A break in service is any break or leave you have had from, teaching 10 weeks or longer. Please see the application form for information on what counts as service and what breaks service.

How to calculate part-time and relief teaching for my unbroken service?

Periods of relief teaching and part-time teaching count as service but will be prorated. For part-time work provide the proportion of an FTTE (hours paid per week divided by 25), and for any periods of relief teaching estimate the number of days worked.

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 teachers prior to 2021 can be found on the [Educational Leaders Website](http://www.educationleaders.govt.nz).
www.educationleaders.govt.nz

Can I change my sabbatical project after submitting an application?

Yes, but not substantially. Please notify TeachNZ of 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 your applications may be ranked differently.

Can I submit more than one proposal?

You can only submit one sabbatical proposal with your application.

Principal and school board/employer support

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

We can also accept one of the following as principal 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 **Wednesday 15 May 2024**.

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 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/employer.
- An email sent directly from the boards presiding member/employer to TeachNZ.

School board/employer support, in one of the formats outlined above, must be submitted by **Wednesday 15 May 2024**.

Who has the authority to support my application on behalf of the school 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 sign my application form if the school board has been disestablished?

Please ask the commissioner acting in place of the school board to confirm support for your application by signing your application form.

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 from the principal and/or school board/employer 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/employer is not included with your application.

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

RTLs are employed by the cluster lead school's principal and school board. 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 your application

Can I email you my application?

No, we can only accept applications that are submitted online.

What happens if my application is late?

Late applications will not be considered.

How will I know that 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 with your application.

Reporting on your sabbatical

What do I need to include in my Sabbatical report?

Refer to the application form outlines the information that is required in your sabbatical report. You can also find this information on the TeachNZ website. A copy of the report or resource must be submitted to TeachNZ within three months of completing your sabbatical.

The Educational Leaders website, www.educationalleaders.govt.nz, also has information that can guide you in writing your sabbatical report.