

2025 Area School Principals' Te Rau Titoki Leave

Applications close Wednesday 8 May 2024.

Application
Guide

About the 2025 Area School Principals' Te Rau Titoki leave

Te Rau Titoki refers to the Titoki tree that flowers only in the spring. The seed is held on the tree for a year and then falls to the ground to become the Titoki tree. In that year on the tree the Titoki seed grows, matures and everything that is needed to be the Titoki tree is developed.

The purpose of the Te Rau Titoki leave is to enable Area School Principals to take time to focus on undertaking the community responsibilities outside of leading their school, that are integral to their principal role.

Te Rau Titoki leave allows tumuaki to take some time to be involved in some areas of leadership in the community.

Background

The Area School Principals' Te Rau Titoki leave was negotiated as one of the professional learning provisions for principals as part of the Area School Principals' Collective Agreement (ASPCA).

Te Rau Titoki leave is a category of leave that falls under the paid sabbatical leave scheme.

The school receives relief funding in accordance with the ASPCA while the principal is on leave.

What does the Te Rau Titoki leave provide?

The Area School Principals' Te Rau Titoki leave provides paid leave (which may be granted for ten, twenty or thirty weeks) at the principal's normal salary in any term(s) of 2025 following a successful application.

The leave **must** be taken in one consecutive block and cannot be split into separate periods during the school year.

The leave counts as service for most purposes.

Any salary increases due during the leave still apply, according to the provisions of the ASPCA.

There is no reimbursement of expenses associated with the leave.

What is the aim of the Area Schools Principals Te Rau Titoki leave?

The aim of the sabbatical is to provide a sustained period of time in a principal's career to engage in a balance of professional leadership activities, relating to the school and its community.

Directly:

- improve the principals knowledge, skills, and practice through engagement with the community, community leaders and whānau
- build the capacity of community leadership in areas outside the school that are closely linked to the success and wellbeing of learners in the school.
- enhance principal enthusiasm for leadership and allow opportunity for reflection
- provide opportunities to overcome any professional isolation experienced by Area School Principals.

Indirectly:

- improve overall retention rates of experienced and effective area school principals
- enhance the learning experiences of students from a cultural perspective
- enhance professional and community learning cultures.
- have completed at least five years' service as a principal in a New Zealand state or state-integrated school
- have the support of your school's board and the submission of a proposal of work to be undertaken during the leave.

Eligibility criteria

To be eligible to apply for Area School Principals' Te Rau Titoki leave, you must:

- be permanently employed as an area school principal in a New Zealand state or state-integrated school
- be employed under the Area School Principals' Collective Agreement or applicable Individual Employment Agreement (IEA)
- have completed at least five years' service as a principal in a New Zealand state or state-integrated school
- have the support of your school's board and the submission of a proposal of work to be undertaken during the leave.

FAQ's

How long is Te Rau Titoki leave?

You can apply for leave of 10, 20 or 30 weeks, to be taken in one continuous block.

How many Area Principals' Te Rau Titoki leave are available each year?

The selection panel may not award more than a total of 180 school weeks for Area School Principals' sabbaticals in any school year.

For 2025 it is expected at least 5 principals will be allocated Te Rau Titoki leave.

How is my application assessed?

First, we check your application meets all the eligibility criteria outlined on page above. 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 (PPTA), will then assess your application on the following:

- The purpose and proposed activity is clearly described.
- The benefits of the project for your school community and whānau and, yourself are explained.
- Any previous leave taken, as per section 4 in the application form..

Preference is given to applicants who meet the leadership activities criteria:

- Build on community relationships to strengthen leadership through informed involvement
- Provide insight that leads to better understanding of the community and school relationships
- and applicants who have not received a TeachNZ study award or sabbatical in the last five years.

Should there be an equal ranking in applicants who meet the selection criteria and preference, the quality of the application will then be used as the final selection criteria.

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.

Approval of Te Rau Titoki leave

Written confirmation from your school board/ employer is required confirming that, should an offer of Te Rau Titoki leave be made, leave will be approved.

If you have not yet received written support at the time of submitting your application you may still apply but you will need to provide this information by Wednesday 15 May 2024.

Information received after this date will not go to the panel.

You should provide an explanation why written confirmation from the school board is not included with your application.

Expectations if awarded Te Rau Titoki leave

If your application is successful, you must:

- Notify TeachNZ if you are accepting or declining the Te Rau Titoki leave.
- Notify TeachNZ of any changes to information included on the application form, (e.g. your employment status, contact details, dates, your proposed activity, or if you take up a new position).

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

Te Rau Titoki leave cannot be postponed to the next year.

Timetable

The following is the timetable for the application process.

WEDNESDAY 8 MAY

Application closing date

WEDNESDAY 15 MAY 2024

Closing date for submitting additional information

MAY - JUNE 2024

Selection process

THURSDAY 27 JUNE 2024

Principals are notified of results of Te Rau Titoki leave

2025 Area School Principals' Te Rau Titoki Leave

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.

What does an Area School Principals' Te Rau Titoki leave provide?

An Area School Principals' Te Rau Titoki leave provides you with paid leave for ten, twenty or thirty school weeks. TeachNZ (Ministry of Education) covers the relief costs to replace you while you are on leave.

How long is Te Rau Titoki leave?

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

Can I take Te Rau Titoki leave in two blocks?

No, leave must be taken in one continuous block.

When can I take Te Rau Titoki leave?

You can choose which term(s) to take your leave as long as your school board/agrees and they are continuous. Please make sure you notify TeachNZ of the dates you plan to take your leave.

What do I need to do to confirm dates for my leave and can my leave dates change?

Please indicate on the application form the dates you are planning to take your leave. If you are successful you will be asked to confirm the 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 that you check the application information to ensure you are applying for the correct award.

Can I work while on Te Rau Titoki leave?

No, you must not be in paid work while on leave. The purpose of the Area School Principals' Te Rau Titoki leave is to provide a sustained period of time in a principal's career to focus on their community responsibilities. You cannot work at your school, or another school while on Te Rau Titoki leave.

Can I apply for an ASPCA sabbatical and Te Rau Titoki leave?

Yes, you can apply for an ASPCA sabbatical AND Te Rau Titoki leave. You must submit a separate application for each award as their criteria is not the same. If offered both you can only accept one.

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

If you are offered a position at a different area school you will need approval prior to undertaking the leave from the new school's school board/employer. You would need to provide TeachNZ with written confirmation of support from the school board/ employer, so we can advise the correct school on how to charge teacher relief costs.

Can I postpone my sabbatical until the next year?

No, all leave must be taken in 2025.

Can I withdraw from Te Rau Titoki leave?

If you choose to withdraw prior to undertaking the leave, 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 leave by acceptance deadline date. We can accept this by email teacher.studyawards@education.govt.nz.

Eligibility

The eligibility criteria states that I need to have at least five years' service as a principal in New Zealand state or state-integrated schools. I am currently in my fifth year as a principal. Can I apply?

Yes, if your length of service as a principal as at December of the year you are applying will be five years.

Please note that if you are successful and undertake the leave, you will be eligible to re-apply again for Te Rau Titoki leave once you have completed another five years' eligible service.

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

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

School board/employer support

What can I provide as evidence that my school board/employer supports my application?

We can accept one of the following as support:

- A copy of relevant motion from the school board meeting 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 board presiding member/employer.
- An email sent directly from the board presiding member/employer to TeachNZ.

School board/employer support must be submitted by Wednesday 15 May 2024.

Please note that support from the school board/employer is an eligibility criteria.

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

The deputy board presiding member or another member who has delegated authority in the absence of the board presiding member or their deputy. Please make sure this is clear on the application form.

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 board presiding member should support. Please ensure it's clear that the signature is that of the limited statutory manager.

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

Please ask the commissioner acting in place of the board to confirm support for your application by emailing their support through to TeachNZ

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

If you have not yet received support from the school board/employer you may still apply, but please send by Wednesday 15 May 2024. Please provide an explanation in the box provided on the application form as to why the support of the school board/employer is not included with your application.

Sending my 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 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?

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.