

2024 Primary Teachers' Sabbatical

Applications close Tuesday 11 July 2023

Application
Guide

About the Primary Teachers' Sabbatical

Background

The Primary Teachers' Sabbatical was negotiated as one of the professional learning provisions for teachers as part of the Primary Teachers' Collective Agreement (PTCA). Any teacher appointed in a New Zealand state or state-integrated primary school, employed under the terms and conditions of the Primary Teachers' Collective Agreement, has the opportunity to apply for this award.

What is this award?

The purpose of this sabbatical is to provide a sustained period during a teacher's career to engage in a balance of professional learning, reflection and rejuvenation.

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

What does the sabbatical provide?

The Primary Teachers' Sabbatical provides 10 school weeks paid leave at the teacher'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 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 PTCA.

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

What is the purpose of the Primary Teachers' Sabbatical?

The sabbatical aims to:

- improve knowledge, skills and practice, through engagement in professional learning
- enhance a teacher's enthusiasm for teaching
- improve overall retention rates of experienced and effective teachers.

And more broadly:

- enhance the learning experiences of primary students
- enhance professional learning cultures in schools.

How many sabbaticals are available each year?

There are 50 Primary Teachers' Sabbaticals available each year.

Eligibility criteria

To be eligible to apply for the Primary Teachers' Sabbatical, you must:

- be employed as a primary teacher in a New Zealand state or state-integrated school
- have support from your school's principal and school board/employer
- hold a current Tiwhikete Whakaakoranga Tūturu Full Practising Certificate (Category One)
- have completed at least five years' service as a teacher, at least three of which must have been spent in New Zealand state or state-integrated schools
- be employed under the Primary Teachers' Collective Agreement or applicable Individual Employment Agreement (IEA).

How is my application assessed?

First, we will check that your application meets all of the eligibility criteria outlined on page 1. A selection panel, made up of representatives from the Ministry of Education, the New Zealand Education Institute (NZEI) and the New Zealand School Trustees Association (NZSTA), 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)
- Your proposal is clear and shows:
 - that it is achievable within the allocated timeframe and with available resources
 - the intended outcomes of this sabbatical, such as benefits to you, your students, and your school
 - how it will support the current Ministry of Education's priorities in education including policy that aims to improve the learning outcomes for priority student groups, this includes:
 - Māori and Pacific students
 - Students from low socio-economic backgrounds
 - Students with Learning Support needs.
 - how your sabbatical will help to address any issues you face because of distance or professional isolation
 - how you intend to share and report on your experience at the end of the sabbatical

Preference is given to teachers who have not received a study award or sabbatical in the last five years.

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

Your proposal shows that the professional learning you're planning to complete during the sabbatical is in one or more of the following approved fields:

- Implementation of the curriculum (the New Zealand Curriculum or Te Marautanga o Aotearoa).
- Assessment and its impact on students' outcomes.
- Teaching and learning in a curriculum area.
- The relationship between pedagogy and students' learning.
- Pedagogical knowledge or educational theory.
- The learning needs of diverse students.
- The learning needs of Māori or Pacific students.
- Student development or behaviour.
- Leadership in teaching and learning.

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

Approval of a sabbatical

Teachers who are granted a sabbatical will be given leave by their principal and the school board/ employer. On the application form you are asked to provide evidence that your principal and school board/ employer support 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 teacher.

If you have not yet received support from your school board/ employer and principal, you may still apply but will need to provide this information two weeks after the closing date, **otherwise your application will not be assessed**. You will need to explain why written confirmation from your principal and the school board/ employer is not included with 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, contact details, your proposal, or if you take up a new position).
- Undertake professional learning as stated in your proposal.
- Produce a report from your professional learning to be submitted to TeachNZ, which may be placed online as a resource for other teachers within three months of completing your sabbatical.
- Not undertake any paid employment over the period of your sabbatical.

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

A sabbatical cannot be postponed to the next year. However, under exceptional personal circumstances or where the principal can demonstrate that the school is unable to obtain a reliever for the teacher 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 by TeachNZ.

Timetable

The following is a timetable for the application process:

TUESDAY 11 JULY 2023

Applications close.

TUESDAY 25 JULY 2023

Closing date for submitting additional information.

SEPTEMBER 2023

Selection process.

THURSDAY 21 SEPTEMBER 2023

Teachers are notified of results.

2024 Primary 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 21 September 2023.

Are all the sabbaticals allocated each year?

Yes, the selection process for Primary Teachers' Sabbaticals is always competitive. There are a limited number of sabbaticals available and only teachers of the highest calibre are successful.

What does a Primary Teachers' Sabbatical provide?

A Primary Teachers' 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 sabbatical including holiday pay due to a relief teacher. School Board support does not indicate a commitment to covering any costs associated with your Sabbatical.

Please note there is no contribution to any additional expenses.

How long is a sabbatical?

A sabbatical is for 10 school weeks only. If you choose your sabbatical in a term that is nine weeks in duration, you can choose to take the tenth week of sabbatical 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 as your school agrees. It must be taken in the year you are awarded the sabbatical for.

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 to take sabbatical. If you are successful, you will be asked to confirm the dates. Please note that your school must agree to these dates. 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 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 to accept.

Please note that you must send in a separate application for each award.

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

There is an expectation that you will return to your school.

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 approval from your school board/employer to postpone your sabbatical. Please make this request in writing to TeachNZ with a short explanation of the reason for this change.

Can I withdraw from a Primary Teachers' 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 from the sabbatical. We can accept this via email to teacher.studyawards@education.govt.nz.

Can I work while on a sabbatical?

No, the purpose of the Primary 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 can not work at your school, or another school while on sabbatical.

Eligibility

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

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

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

If you are covered by the terms and conditions of the Area or Secondary Teacher Collective Agreements you are not eligible for this sabbatical, but you may be eligible to apply for an Area 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 schools, but my lead school is an area/secondary 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 a Primary Teachers' Sabbatical if you are covered by the terms and conditions of the Primary Teachers' Collective Agreement.

Although you are working in primary schools, if your lead school is an area/secondary school, you could be employed under the terms and conditions of the Area School Teachers' Collective Agreement or the Secondary Teachers' Collective Agreement.

If you are covered by the terms and conditions of the Area School Teachers' Collective Agreement or the Secondary Teacher Collective Agreement you are not eligible for this sabbatical but you may be eligible to apply for a Secondary or Area Teachers' Sabbatical. Please visit www.TeachNZ.govt.nz/studyawards to find out more.

I am a part-time teacher. Can I apply for a Primary Teachers' Sabbatical?

Yes, part-time teachers may apply.

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

No, only teachers with a current Tiwhikete Whakaakoranga Tūturu Full Practising Certificate (Category One) can apply.

Can I apply if I am 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.

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

Yes, if you will have completed at least five years of service by December 2023.

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

Yes, but please note preference is given to teachers who have not had a study award or sabbatical in the five years before the beginning of 2024.

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

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

Which sabbatical should I apply for if I am a teaching principal?

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

As a teaching principal, you will be covered by an employment agreement as a primary principal. You can apply for Primary Principals' Sabbatical if you meet all eligibility criteria.

Completing the application form

What does full-time teacher equivalent (FTTE) mean?

Full-time teacher equivalent means one full-time teaching position. A school can have several part-time teachers making up one FTTE. For example, two part-time teachers, each working at 0.5 of a full-time teacher, together make 1.0 FTTE.

Can I include time spent in initial teacher education in my employment history?

No, time spent in initial teacher education is not counted as service as a teacher in New Zealand.

Approved professional learning activities

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

Reports by successful teachers from previous years can be found on the TeachNZ website www.TeachNZ.govt.nz/studyawards.

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.

What is considered 'professional isolation'?

It is important that you outline any professional isolation as applications are judged based on the information you provide.

Examples of professional isolation include:

- If you are the sole teacher of a specialist area e.g. the only te reo Māori teacher
- If you are the sole mentor of beginning teachers in your school
- If you are a teacher in a small isolated school
- If you cannot access professional development opportunities because of distance and/or costs.

Can I submit more than one proposal with my application?

No, you can only submit one sabbatical proposal with your application.

Can I submit a joint sabbatical application with another teacher?

No, you cannot submit a joint application for a sabbatical

What are the Ministry of Education priorities for education?

The Ministry of Education's priorities for education include those referred to on page 2 of the application guide.

For further information please refer to the Statement of Intent which can be found online at <https://www.education.govt.nz/our-work/publications/statement-of-intent/>

Principal and school board/employer support

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

We can 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 **Tuesday 25 July 2023**.

Please note that support from the principal 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.

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

We can accept one of the following as school board support:

- A copy of relevant school board motion confirming support for your application. Please do not send the full board minutes.
- A signed letter of support from the board's presiding member
- An email sent directly from the board's presiding member to TeachNZ.

School board support, in one of the formats outlined above, must be submitted by **Tuesday 25 July 2023**.

Please note that support from the school board is an eligibility factor.

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

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

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

What if I can't provide evidence of principal and school board/employer support at the time of sending my application?

If you have not yet received support from the principal and/or school board you may still apply, but you must provide it by two weeks after the closing date, otherwise your application will not be assessed. You must provide us with an explanation why evidence from the principal and school board 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 do I ask to support my application?

RTLs are employed by the cluster lead 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 my application

Can I apply online?

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

Why do I need to apply using an Education Sector Login (ESL)?

Applicants must use an ESL when accessing Ministry Applications.

Where can I find information on my ESL?

You can review your ESL account details here: <https://applications.education.govt.nz/education-sector-logon-esl/how-use-esl/self-service>. If you do not currently have ESL, please contact your school delegated Authoriser who will be able to set up an ESL role for you in the "Te Mahau Service Portal"

What happens if my application is incomplete?

It's important to ensure you've submitted all the required information. If your application is incomplete, 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.

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

Reporting on your sabbatical

What do I need to include in my sabbatical report?

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. Before sending this through we advise you to ask a colleague to read through your report.

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