

2021 Area School Principals' Te Rau Titoki Leave

Application
Guide

Applications close Friday 26 June 2020

You can apply using the online form or alternatively you can submit a printed version of this pdf. This pdf contains everything you need to complete your application for a 2021 Area School Principals' Te Rau Titoki leave, including:

- Application guide (pages 1–2)
- Application form (pages 3–7)
- Frequently asked questions (pages 8–10).



Please consider the environment before printing this application form. This pdf is configured to print the application form only (pages 4–10). If you would like to print all pages, you will need to change your print settings and select 'print all pages'.

About the 2021 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 2021 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.

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 of trustees 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 100 school weeks for Area School Principals' sabbaticals in any school year.

For 2021 it is expected 3-4 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 1. 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 employing board of trustees 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 **Thursday 02 July 2020**.

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

You should provide an explanation why written confirmation from the board of trustees 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.

FRIDAY 26 JUNE 2020

Application closing date

THURSDAY 02 JULY 2020

Closing date for submitting additional information

JULY/AUGUST 2020

Selection process

THURSDAY 03 SEPTEMBER 2020

Principals are notified of results of Te Rau Titoki leave

2021 Area School Principals' Te Rau Titoki Leave

Application
Form

Please answer all questions. Applications close Friday 26 June 2020

If you need any help completing your application please refer to the Frequently Asked Questions attached at the back of the Application form. If you have any further questions, please do not hesitate to contact TeachNZ by calling 0800 165 225 or emailing teacher.studyawards@education.govt.nz.

1. Personal details

First name(s):

Date of birth (dd/mm/yyyy):

Middle name(s):

I am a New Zealand Citizen*

I am a Permanent Resident*

Preferred name:

Gender (please tick):*

Female

Gender diverse

Last name(s):

Male

Rather not say

Ethnicity (you may list up to three):*

Home phone:

Work phone:

Mobile phone:

Iwi (you may list up to three):*

Work email address:

**This information may be used for statistical purposes.*

Home email address:

Preferred email address (please tick):

Work

Home

New Zealand Government



PPTA
NEW ZEALAND POST-PRIMARY
TEACHERS' ASSOCIATION
TE WHĀNGARUA
www.ppta.org.nz

NZEI TE RIUROA
NEW ZEALAND EDUCATIONAL INSTITUTE

2. Current employment information

Teacher registration
number:

MoE employee number
(on your payslips):

School name:

MoE school number:

Current position:

Are you a permanent or fixed-term employee?

Permanent

Fixed term

3. Employment history

Please provide details of all service as a principal in New Zealand state or state-integrated schools (full-time equivalent service), starting with your most recent position.

It is recommended that you provide an explanation for any breaks in service.

Please choose type of school - primary, area, secondary. **Please add extra A4 pages if necessary.**

Start date:*

End date:*

Name of school:

School Type:

Position held:

Length employed
(e.g. 1 year, 1 term):

Total years of service as a principal in New Zealand state or state-integrated schools
(as at December 2020):

4. Previous award/supported leave

Have you received a study award or sabbatical in the last five years?

Tick box of the names of collective awards you have received (excluding Secondary or Area support grants)

Yes (tick which ones below)

No

Study award/supported leave listing:

Area School Teachers' Study Award (AT)

Area School Teachers' Sabbatical (ATS)

Area School Principals' Sabbatical (APS)

Primary Principals' and Teachers' Study Award (PT)

Primary Teachers' Sabbatical (PTS)

Primary Principals' Sabbatical (PPS)

Secondary Teachers' Study Award (ST)

Secondary Teachers' Sabbaticals (STS)

Secondary Senior Managers' Sabbatical (SSMS)

Secondary Principals' Sabbatical (SPS)

5. Te Rau Titoki Leave dates

How many weeks leave are you applying for?

10 school weeks

20 school weeks

30 school weeks

Please indicate the provisional dates you would like to take leave in 2021, as agreed between you and the board of trustees. You will be asked to confirm these dates should you be successful.

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

Term (e.g. 1, 2, 3 or 4):

Start date:

End date:

6. Leave Proposal

Requirements of the sabbatical proposal

Please ensure you provide enough information for the selection panel to judge whether your proposal meets the selection criteria and is realistic and achievable within the period of the leave. You must complete your proposal on the application form.

Please include the following in your proposal:

- Outline the leadership activities you will undertake
- Provide details on how you will be working with your community during the leave
- Expected time commitments
- Anticipated benefits to you, your school, and the wider community

Outline the leadership activities you will undertake (500 word limit)

7. Board of trustees/employer support

This section can only be completed by the person with employment authority (employer). This would, in most cases, be the board chairperson or another board member with this delegation. This declaration must contain their original signature. If, however, either a Limited Statutory Manager (LSM) has been appointed for employment matters, or a commissioner has been appointed in place of the board of trustees, the LSM or commissioner must sign this form. Please make it clear who the signature is from and what role is held by that person. The principal's signature cannot be accepted as proof of board of trustees/employer support.

Note for the board of trustees/employer: In signing this application, the board of trustees/employer is verifying that they are authorised to confirm the following:

1. The board of trustees/employer supports this application.
2. The board of trustees/employer is aware that the principal awarded a sabbatical shall be granted leave on pay for the period of the sabbatical.

Principals name:

I support this application for:

Board chairperson's/employer's name:

Role (e.g. Board chairperson/delegate/
LSM (employment)/commissioner):

Board chairperson's/employer's signature:

Contact email address:

Date:

Contact phone number:

If support from your principal or board of trustees/employer has not yet been received please provide an explanation in the box below. Evidence of support must be submitted by **Thursday 02 July 2020**, or your application will not be assessed.

8. Applicant declaration

By signing this form, I (the applicant) agree and declare that all the information provided is true and accurate.

- I certify that the information given complies with the eligibility criteria.
- I understand that, if I am successful, Te Rau Titoki leave provides me with leave on full pay for a specified period from my current position in a state or state-integrated school, and does not entitle me to any other benefits or expenses.

- I understand that, if granted an Area School Principals' Te Rau Titoki leave, I will forward a copy of my report for the board or LSM to the Ministry of Education.
- I intend to return to my current position or similar after I have completed my Te Rau Titoki leave.
- I will not be using Te Rau Titoki leave to do my regular day-to-day work.
- I will not be engaging in other paid employment while on Te Rau Titoki leave.
- I am in a permanent Area School Principals' Position.
- I hold a full and current practising certificate.

Applicant's signature:

Date:

9. Checklist

I confirm that I have:

- completed all sections of the application form
- completed my leave proposal following the format outlined in section 6

supplied evidence that the board of trustees/ employer support my application as outlined in section 7.

Please do not attach photographs, samples of work, your curriculum vitae, or letters of support, other than the BOT/Employer signed declaration on page 6, as they will not be considered by the selection panel.

Sending your application

Submit your online application form directly or send your unbound, completed and signed application form to:

Post:

Teacher Study Awards
TeachNZ, Ministry of
Education
PO Box 1666
Wellington 6140

Courier:

Teacher Study Awards
TeachNZ, Ministry of
Education
Mātauranga House,
33 Bowen Street
Wellington 6011

Applications must be postmarked no later than **Thursday 02 July 2020**.

You can complete your application online at www.teachnz.govt.nz/studyawards

Late applications will not be considered.

Additional information must be submitted by **Tuesday 26 June 2020** to be considered by the selection panel.

Faxed or emailed applications will not be accepted.

We will send you an email to let you know we have received your application. Please contact us if your application has not been acknowledged by **Thursday 02 July 2020**.

Contact TeachNZ

Phone: 0800 165 225

Email: teacher.studyawards@education.govt.nz

Website: www.TeachNZ.govt.nz/studyawards

If your contact details change

Let us know as soon as possible if your details change after sending your application by calling (free) 0800 165 225 or emailing teacher.studyawards@education.govt.nz.

Privacy

The personal information on this form is being collected to consider your application for an Area School Principals' Te Rau Titoki and should you be successful, administering the award, and for research and statistical purposes. The information collected may be used by the Ministry of Education and disclosed to other agencies such as your school, NZSTA, PPTA and NZEI as applicable, only for these purposes. The name and school of each successful principal will be published on the Educational Leaders website, which will have a link to each report when published, and will note if the report is not received within the required timeframe. The information will be held by the Ministry of Education and you have the right to access and request correction of this information.

2021 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 03 September 2020**.

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 board of trustees/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 page 5 of 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 they 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 board of trustees/employer. You would need to provide TeachNZ with written confirmation of support from the board of trustees/ 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 2021.

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 **Wednesday 14 October 2020**. 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 2020 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.

Board of Trustees/employer support

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

The application form asks for a signature from the board of trustees chairperson/employer as support for your application.

Alternatively we can also accept one of the following as board of trustees/employer support:

- A copy of relevant minute item from the board of trustees meeting confirming support for your application.
- A signed letter of support from the board chairperson/employer.
- An email sent directly from the board chairperson/employer to TeachNZ.

Board of trustees/employer support, in one of the formats outlined above, must be submitted by **Thursday 02 July 2020**.

Please note that support from the board of trustees employer is an eligibility criteria.

Who has the authority to support my application on behalf of the board of trustees chairperson?

The deputy chairperson or another trustee who has delegated authority in the absence of the board chairperson 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 board of trustees for employment matters, ask the limited statutory manager to confirm support for your application by signing your application form,

otherwise the board chairperson should sign. Please ensure it's clear that the signature is that of the limited statutory manager.

Who can sign my application form if the board of trustees has been disestablished?

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

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

If you have not yet received support from the board of trustees/employer you may still apply, but please send this in as soon as possible. Please provide an explanation in the box provided on **page 6** of the application form as to why the support of the board of trustees/employer is not included with your application.

Please note that support from the board of trustees/employer is an eligibility criteria, and for this reason it must be submitted by **Thursday 02 July 2020** (a week after the closing date).

This must be sent and postmarked with a reference to your application, otherwise it cannot be considered with your application.

Sending my application

Can I apply online?

Yes, just complete and submit your application form online at www.teachnz.govt.nz/studyawards before Friday 26 June 2020.

Can I email you my application?

No, we can only accept applications that are submitted online or sent in by post or courier. For your application to be considered, it must be sent and postmarked on or before **Friday 26 June 2020**.

Can I post a digital copy (on a disc or USB stick) of my application?

No, please submit a printed, unbound document on A4 paper.

What happens if my application is late?

Late applications will not be considered. For your application to be considered, it must be sent and postmarked on or before **Friday 26 June 2020**.

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 **Thursday 02 July 2020**.

What happens if my application is incomplete?

It's important to ensure you've submitted all the required information.

Incomplete applications will not be sent to the selection panel for assessment.

Can I send in additional information after submitting my application?

You may submit additional information for your application up to **Thursday 02 July 2020** (one week after the closing date), otherwise this cannot be considered with your application.

What will happen if my application is postmarked after Friday 26 June 2020?

Your application will not be considered.