

# 2023 Primary Principals' Sabbatical

Applications close Monday 4 July 2022

Application  
Guide

## About the Primary Principals' Sabbatical

### Background

The Primary Principals' Sabbatical was negotiated as one of the professional learning provisions for principals as part of the Primary Principals' Collective Agreement (PPCA).

### What is this award?

The purpose of this sabbatical is to provide a sustained period of leave during a principal'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 principal is on sabbatical.

### What does the sabbatical provide?

The Primary Principals' Sabbatical provides 10 school weeks' paid leave at the principal's normal salary in any term of 2023 following a successful application.

The leave counts as service for most purposes. Any salary increases due during the sabbatical still apply, according to the provisions of the PPCA.

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

### What is the purpose of the Primary Principals' Sabbatical?

The sabbatical aims to:

- improve overall retention rates of experienced, effective primary principals
- improve knowledge, skills and practice through engagement in professional learning
- enhance a principal's enthusiasm for school leadership.

And more broadly:

- enhance the learning experiences of students
- enhance professional learning cultures in the primary schooling sector
- enhance leadership throughout the primary sector.

### How many sabbaticals are available each year?

There are 105 Primary Principals' Sabbaticals available each year.

## Eligibility criteria

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

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

## How is my application assessed?

First, we will check that your application meets all of the eligibility criteria outlined above. 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 (see 'Approved professional learning activities' below).
- Your proposal is clear and shows:
  - that it is achievable within the allocated timeframe and with the available resources
  - the intended outcomes of this sabbatical, such as benefits to you, your students, and your school
  - how your study will support the Ministry of Education's priorities to improve learning outcomes for Māori, Pacific peoples, Learning Support needs and low socio-economic learners, as well as enhancing school leadership
  - 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.

Your application will first of all be assessed and scored on the selection factors listed above, if after ranking, applications are on equal scoring at the cut off point for awarding, preference will be given to those who have not received a sabbatical within 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

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

- relevant study or research
- visiting schools
- visiting other institutions
- attending a course
- attending a conference.

## Approval of a sabbatical

Principals who are granted a sabbatical will be given leave by their school board/employer.

On the application form you are asked to provide evidence that the school board/employer support your application.

If you have not yet received support from your school board/employer, you may still apply but you will need to provide this information by **Monday 18 July 2022** (two weeks after the closing date), **otherwise your application cannot be assessed**. You will need to explain why written confirmation from 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 sabbatical proposal or if you take up a new position).
- Undertake professional learning as stated in your proposal.
- Produce a report from your professional learning, which can be placed online as a resource for other principals and 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 prior to undertaking the leave 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 circumstances the school board/employer may postpone the sabbatical to the first or second term of the following year, subject to notification and agreement from TeachNZ.

## Timetable

The following is a timetable for the application process:

### MONDAY 4 JULY 2022

Applications close.

### MONDAY 18 JULY 2022

Closing date for submitting additional information.

### AUGUST/SEPTEMBER 2022

Selection process.

### FRIDAY 9 SEPTEMBER 2022

Principals are notified of results.

# 2023 Primary Principals' Sabbatical

Frequently asked questions

Frequently  
asked  
questions

## General

### When will I find out the outcome of my application?

You will be notified by Friday 9 September 2022.

### Are all the sabbaticals allocated each year?

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

### What does a Primary Principals' Sabbatical provide?

A Primary Principals' Sabbatical provides you with paid leave for 10 school weeks. TeachNZ covers the relief costs to replace you while you are on sabbatical.

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

### 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 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. Please make sure you notify TeachNZ of the dates you plan to take your sabbatical (see section 5 of the application form).

### Can I work while on sabbatical?

No, you must not be in paid work while on sabbatical. The purpose of the Primary Principals' Sabbatical is to provide a sustained period of time in a principal's career to engage in a balance of professional learning activities, reflection and rejuvenation.

### What do I need to do to confirm dates for my sabbatical? Can my sabbatical dates change?

Please indicate on the application form the dates that you are planning to take the sabbatical.

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

Please notify TeachNZ if any of 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.

### Can I submit more than one application for the same 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 your school.

### 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 before taking up the sabbatical. You will need to provide TeachNZ with written confirmation of support from that school board/employer so we can advise the correct school on how to charge relief costs to TeachNZ.

### 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 the 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 Principals' 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](mailto:teacher.studyawards@education.govt.nz).

## Eligibility

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

Yes, if you will have completed at least five years of service by December 2022.

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

Yes, but please note preference is given to applicants who have not had a study award or sabbatical in the five years before the beginning of 2023.

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

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

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

The 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 a Primary Principals' Sabbatical if you meet all eligibility criteria.

## 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](http://www.educationalleaders.govt.nz).

**What professional learning activities are not approved for a sabbatical?**

- Activity for the financial or commercial gain of the principal or school.
- Paid work.

- Overseas trips with the purpose of 'marketing' the school to potential foreign fee-paying students.
- Your regular day-to-day work.

**Can I change my sabbatical project after submitting an application?**

Yes, but this will need to be approved by TeachNZ. Please notify TeachNZ of this change in writing and provide details of your new sabbatical project and a short explanation of the reason for this change.

## 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 submit a joint sabbatical proposal with another applicant?**

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/>

**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 a sole charge principal
- If you are a principal of 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?**

You can only submit one sabbatical proposal with your application.

## School board/employer support

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

The application form asks for a signature from the boards presiding member/employer as support for your application. Alternatively we can also accept one of the following as school board/employer support:

- a copy of relevant school board minutes confirming support for your application
- 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 **Monday 18 July 2022**.

Please note that support from the school board/employer 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. Please make sure this is clear on the application form.

### 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 by signing your application form, otherwise the boards presiding member should sign.

Please ensure it's clear that the signature is that of the limited statutory manager.

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

If you have not yet received support from the school board/employer you may still apply, but you must provide it by **Monday 18 July 2022** (two weeks after the closing date), otherwise your application will not be assessed. 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 apply online?

Yes, just complete and submit your application form online at [www.teachnz.govt.nz/studyawards](http://www.teachnz.govt.nz/studyawards) before **Monday 4 July 2022**.

### Can I email 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 **Monday 4 July 2022**.

### 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 it 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 **Monday 18 July 2022** (two weeks after the closing date). This must be sent and postmarked with a reference to your application no later than **Monday 18 July 2022** otherwise your application cannot be assessed.

# 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 completion of the sabbatical. It is preferable that the report is also added to a website and the link is submitted to TeachNZ.

A link to the project will be listed on the Educational Leaders website for other principals and teachers to view.

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

The Educational Leaders website, [www.educationalleaders.govt.nz](http://www.educationalleaders.govt.nz), also has information that can guide you in writing your sabbatical report.