

## **Applicants guide and FAQ's - Kindergarten Head Teachers' Collective Agreement Sabbaticals**

### **What is the sabbatical? What is it for?**

This sabbatical is paid leave for Kindergarten Head Teachers for professional development and reflection.

### **How many sabbaticals are there?**

There are 20 paid sabbatical leave places per annum. Each of 10 weeks duration.

### **What are the eligibility criteria?**

To be eligible for a Kindergarten Head Teachers' Sabbatical you must:

- Be currently employed permanently in an Aotearoa New Zealand kindergarten as a Kaiako Matua (Head Teacher)
- Have over 2 years' service as a Kaiako Matua
- Not have held a TeachNZ Sabbatical or Study Award in the last 5 years
- Have a full and current Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category One)
- Not currently be under any form of action listed in the KTCA competency clause 6.3

### **What do I need to provide?**

An application form must be completed and submitted during the open dates. This outlines the purpose, benefit, and reporting intentions for the sabbatical.

- Purpose of the sabbatical (500 word limit):  
State the purpose of your sabbatical in terms of your professional learning, this will describe the work planned and may include time for reflection.
- Benefits of the sabbatical (250 word limit):  
Outline the benefits of your sabbatical activities to yourself, the tamariki, the kindergarten, and the wider community. Your proposal should specify the nature of the benefits of the sabbatical, including the impacts on the tamariki's learning outcomes.
- Reporting intentions for the sabbatical (250 word limit):  
Describe how you will share your sabbatical findings and who you will share them with.

### **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 email my application?**

No, we can only accept applications submitted through our online form during the open dates. Late applications will not be considered.

### **How do I know my application has been received?**

After you have submitted the online application, you will see a screen confirming this.

### **How are applications assessed?**

A selection panel meets and selects on the basis of selection factors, preferences, and priority areas.

First your application will be checked to ensure it meets all the eligibility criteria outlined on the Kindergarten Head Teachers' Sabbatical page. A selection panel, made up of representatives from Kindergarten Associations, NZEI Te Riu Roa, and MoE will then assess your application.

The sabbatical should be focused on one or more priority area, and this is considered when applications are assessed. This priority area list is derived from the Education Leadership Capability Framework and Te Ara Poutama:

- Building and sustaining high trust relationships
- Ensuring culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi as the foundation
- Building and sustaining collective leadership and professional community
- Strategic thinking and planning
- Evaluating practices in relation to outcomes
- Adept management of resources to achieve vision and goals
- Attending to your own learning as leaders and your own wellbeing
- Embodying the organisation's values and showing moral purpose, optimism, agency, and resilience
- Contributing to the development and wellbeing of education beyond their organisation
- He Whāriki Motuhake: The learner and their learning
- Whakangungu Ngaio: Collaborative professional learning and development builds knowledge and capability
- Ngā Aronga Whai Hua: Evaluation for Improvement
- Kaihautū: Leadership fosters collaboration and Improvement

### **If I receive a sabbatical, how will I be paid?**

You will receive your normal salary from your employer, the Ministry of Education will provide relief funding to your employer in accordance with the collective agreement.

### **Does the sabbatical pay for course fees or any additional expenses?**

No, there is no contribution to course fees or any additional expenses.

### **Can I postpone a sabbatical?**

No, a sabbatical cannot be postponed. If you need to withdraw from the sabbatical, you can apply again in the future with no prejudice.

If you choose to withdraw from the sabbatical, you will need to let us know in writing that you would like to withdraw from the award. We can accept this by email.

[teacher.studyawards@education.govt.nz](mailto:teacher.studyawards@education.govt.nz)

**Do I need to speak with my employer about the sabbatical?**

You must inform your employer that you are applying, but you do not need to have their support.

**When will I know if I have been awarded a Sabbatical?**

Notifications for the 2024 round will be sent Tuesday 21 November 2023.

**What is a Head Teacher?**

A head teacher means a trained and qualified teacher certificated by the Teaching Council who is the pedagogical and operational lead of a free kindergarten in addition to undertaking teaching duties, as determined by the employer in agreement with the teacher and in accordance with the teacher's position description.

**Can I apply if I work 0.8 FTTE?**

Yes, you are eligible to apply.

**Is this award open to all members of the KTCA?**

No, these sabbaticals are for Kindergarten Head Teachers.

**I have a question that I haven't found an answer for on your website, who do I speak with?**

If you have a question, get in touch with us by calling 0800 165 225 or emailing

[teacher.studyawards@education.govt.nz](mailto:teacher.studyawards@education.govt.nz)