

# 2020 Primary Principals' Sabbatical

Applications close Tuesday 2 July 2019

Application  
Guide

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 2020 Primary Principals' Sabbatical, including:

- Application guide (pages 1–2)
- Application form (pages 3–13)
- Frequently asked questions (pages 15–18).



Please consider the environment before printing this application form. This pdf is configured to print the application form only (pages 3–13). If you would like to print all pages, you will need to change your print settings and select 'print all pages'.

## About the 2020 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 2020 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. The board of trustees/employer may, however, approve reimbursement of expenses – please see the costing schedule on page 11.

### What is the aim 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's board of trustees/ employer, including agreement to any contributions towards costs
- hold a full and current practising certificate
- 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, Pasifika, special education 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 board of trustees/employer.

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

If you have not yet received support from your school's board of trustees/employer, you may still apply but you will need to provide this information by **Tuesday 16 July 2019** (two weeks after the closing date), **otherwise your application cannot be assessed**. You will need to explain why written confirmation from the board of trustees/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 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 board of trustees/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:

### TUESDAY 2 JULY 2019

Applications close.

### TUESDAY 16 JULY 2019

Closing date for submitting additional information.

### AUGUST/SEPTEMBER 2019

Selection process.

### 12 SEPTEMBER 2019

Principals are notified of results.

# 2020 Primary Principals' Sabbatical

Please answer all questions. Applications close Tuesday 2 July 2019

Application  
Form

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 contact TeachNZ by calling 0800 165 225 or emailing [teacher.studyawards@education.govt.nz](mailto: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

Home phone:

Ethnicity (you may list up to three):\*

Work phone:

Iwi (you may list up to three):\*

Mobile phone:

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

Work email address:

Home email address:

Preferred email address (please tick):

Work

Home

## 2. Current employment information

Teacher certification number:  MoE employee number  
(on your payslip):

School name:

Certification status (please tick):  
 Full (F)  Subject to Confirmation (STC)

Current position:

MoE school number:

Are you a permanent or fixed term employee?  
(please tick)

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**. Please add extra A4 pages if necessary.

Start date:	End date:	Name of School:	Position held:	Length employed (e.g. 1 year, 1 term):
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Total years of service as a principal in New Zealand state or state-integrated schools  
(as at December 2019):

## 4. Previous study 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 STG/ATG)*

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)

















## 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, this sabbatical 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 a sabbatical, I will be required to provide a report from my professional learning. Failure to submit a report within the timeframe will preclude me from being considered for future awards.
- I intend to continue teaching after I have completed my sabbatical.

Applicant's signature:

Date:

## 9. Checklist

I confirm that I have:

- completed all sections of the application form
- completed my sabbatical 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, letters of support or your curriculum vitae as they will not be considered.

## Sending your application

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

### Post:

Teacher Study Awards  
Scholarships and Awards  
Ministry of Education  
PO Box 1666  
Wellington 6140

### Courier:

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

Applications must be postmarked no later than **Tuesday 2 July 2019**.

You can complete your application online at [www.teachnz.govt/studyawards](http://www.teachnz.govt/studyawards)

Late applications will not be considered.

Additional information must be submitted by **Tuesday 16 July 2019** 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 **Tuesday 16 July 2019**.

## Contact details

**Phone:** 0800 165 225

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

**Website:** [www.TeachNZ.govt.nz/studyawards](http://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](mailto:teacher.studyawards@education.govt.nz).

### Privacy

The personal information on this form is being collected to consider your application for a Primary Principals' Sabbatical and, should you be successful, administer the award 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 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.

# Reporting on your sabbatical professional learning

Principals awarded a sabbatical are required to provide a written report that principals and teachers can access online. It is strongly recommended that the report be reviewed, preferably by a colleague, before you submit it for online publication.

Failure to submit a report within the timeframe will preclude you from being considered for future awards.

## When is the report due?

A copy of your report and a link to your report must be emailed to TeachNZ at [teacher.studyawards@education.govt.nz](mailto:teacher.studyawards@education.govt.nz) within three months of completing your sabbatical. A link to your project will be listed on the Educational Leaders website for other principals and teachers to view.

If a report or resource not be received within the requested timeframe, an email reminder will be sent to the principal and the website will be amended to advise that the report has not yet been received.

Reports by successful applicants from previous years can be found on the Educational Leaders website [www.educationalleaders.govt.nz](http://www.educationalleaders.govt.nz).

## Reporting on your professional learning

It is recommended that reports are structured in the following way:

- A. Title: showing the focus of the sabbatical
- B. Author, school, period of time the sabbatical covers
- C. Acknowledgements
- D. Executive summary
- E. Purpose
- F. Background and rationale
- G. Methodology
- H. Findings
- I. Implications
- J. Benefits
- K. Conclusions
- L. References

# 2020 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 **Thursday 12 September 2019**.

### 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 but your board of trustees/ employer may choose to contribute towards your 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 page 5 of 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 either your previous role or a role within the education workforce.

### 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's board of trustees/employer. You will need to provide TeachNZ with written confirmation of support from that board of trustees/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 board of trustees/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

### **I am on a fixed-term contract. Can I apply for a 2020 Primary Principals' Sabbatical?**

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 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 2019.

### **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 2020.

### **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.

### **Can I apply if I work in a charter school?**

No, you must be working in a state or state-integrated school to be eligible to apply.

### **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?**

You can submit a joint application for a sabbatical, but each application will be assessed separately by the selection panel. This may mean that your applications will receive different scores. For example, if one applicant has had previous supported leave (e.g. a study award).

### **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://education.govt.nz/assets/Documents/Ministry/Publications/Statements-of-intent/2014SOI.pdf>.

### **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.

## 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 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 board of trustees minutes 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 **Tuesday 16 July 2019**.

Please note that support from the board of trustees/employer is a eligibility factor.

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

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

### 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.

### 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.

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

If you have not yet received support from the board of trustees/employer you may still apply, but you must provide it by **Tuesday 16 July 2019** (two weeks after the closing date), otherwise your application will not be assessed. Please provide an explanation in the box provided on page 13 of the application form as to why the support of the board of trustees/employer is not included with your application.

## Sending my application

### Can I email or fax my application?

No, we can only accept applications that are sent in by post or courier. For your application to be considered, it must be sent and postmarked on or before **Tuesday 2 July 2019**.

### 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 Tuesday June 4th 2019.

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

No, please provide your application as a printed, unbound A4 document.

### 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 **Tuesday 2 July 2019**.

### 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 **Tuesday 16 July 2019**.

### 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.

### What will happen if my application is postmarked after Tuesday 2 July 2019?

Your application will not be considered.

### Can I send in additional information after submitting my application?

You may submit additional information for your application up to **Tuesday 16 July 2019** (two weeks after the closing date). This must be sent and postmarked with a reference to your application no later than **Tuesday 16 July 2019** otherwise your application cannot be assessed.

# Reporting on your sabbatical

## What do I need to include in my sabbatical report?

Page 15 of 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.