

## Guidelines – Area School Teachers' Sabbatical Leave

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### Description – about this award

Sabbatical leave is one of the professional learning provisions available to area school teachers through the Area School Teachers' Collective Agreement (ASTCA).

Each year there are six paid positions, each of one term based on ten weeks duration available to teachers, in state or state integrated area schools, covered by this agreement.

The recipient's school receives relief funding in accordance with the ASTCA while the recipient is on leave.

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### Purpose of award

The purpose of the sabbatical leave scheme is to provide a sustained period of time as part of teachers' career pathways to engage in a balance of professional learning activities, reflection and rejuvenation.

The scheme is intended to:

Directly:

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

Indirectly:

- enhance the learning experiences of students, and
  - enhance the professional learning cultures within the schooling sector.
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## Key information for applicants

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### Introduction

Please read the following information to see:

- if it meets your expectations and what you want to achieve
  - if you qualify for applying for sabbatical leave
  - how selections are made.
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### Eligibility criteria to apply

To be eligible to apply for a sabbatical award, you must:

- √ Be a full-time teacher with at least 10 years' teaching service (see How to make an application for more details)
  - √ Believe that your commitment and enthusiasm for teaching will benefit from a period of rest and professional learning related to teaching
  - √ Intend to continue teaching after the sabbatical
  - √ Not currently be under review for competence and/or conduct and discipline (as per sections 2.3 or 2.4 of the ASTCA)
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## Key information for applicants, Continued

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### What does the leave cover

The sabbatical provides:

- Ten weeks (one term) 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 applicant 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 leave still apply, according to the provisions of the ASTCA.

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

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### Approval of leave

Teachers who are granted sabbatical leave shall be given leave by their board of trustees, the application form requests a signature from the board which would demonstrate support for the application. The timing is to be agreed by the teacher and the principal taking into account the needs of the school and the needs of the teacher.

While the application form asks for the board's approval for leave if you have not got support from the board you may still apply. You should provide an explanation as to why written confirmation from the board is not included with your application.

Though leave cannot be deferred to the next year, under exceptional circumstances of genuine difficulty, where the principal can demonstrate the school is unable to obtain a reliever for the teacher during the year for which the sabbatical is awarded, the principal/board may defer the leave to the first or second term of the subsequent year, subject to notification to the administrator of the sabbatical leave scheme.

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### Closing dates

Applications close **Friday 24 July 2009**

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### Expectations if awarded a sabbatical

If awarded a sabbatical, you must:

- notify the administrator of the award of accepting/declining the sabbatical
- notify the administrator of the award of any changes to information included on the application form eg your employment status, your contact details, your proposal, or if you take up a new position
- undertake professional learning activities as stated in your proposal
- produce a written or practical resource from your professional learning activity, which can be placed online as a resource for other teachers. It is strongly advised that a senior colleague review your resource/report before it is submitted for publication online.

If a successful recipient declines the offer they can re-apply with no prejudice in a subsequent year.

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## Selection process

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- Selection panel** The selection panel is comprised of equal representation of ministry, NZSTA, NZEI Te Riu Roa and PPTA to ensure that:
- selections are based on the selection criteria and factors
  - the selection process adheres to the principles of openness, fairness, consistency, impartiality, equal opportunity and non-discrimination.

The panel's selection of successful applicants is final and no correspondence will be entered into.

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- Selection criteria** The criteria for selection are:
- whether the applicant meets the eligibility criteria
  - the completeness and clarity of the application
  - the selection factors outlined in the next section.
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- Selection factors** The following factors are considered when assessing applications, whether:
- The professional learning proposed is within one or more of the approved fields
  - The applicant demonstrates clarity about the purpose and programme of work within the allocated timeframe
  - The applicant has explained the benefits of such work for students, self and their area school
  - The applicant describes how they will report on their professional learning.

For the final selection the panel will give consideration to:

- the total length of service in area schools
- the length of unbroken service prior to making this application
- achieving a balance of proposals covering both primary curriculum and secondary curriculum areas.

Of these, total length of service will be the main factor for area teachers.

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## How to make an application

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- Application forms** The application forms are downloadable from the Ministry of Education website [www.minedu.govt.nz/goto/studyawards](http://www.minedu.govt.nz/goto/studyawards) or from to the administrator of the scheme.
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- Filling in the application form** The application form has five sections and all sections must be fully completed (see the application form attached)
- scheme applying for
  - personal details
  - previous leave taken
  - sabbatical proposal requirements
  - declaration.
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## How to make an application, Continued

### How to fill in the form

Ensure your form is filled out completely and signed by the appropriate people

Area	Notes
Scheme	Ensure you tick the appropriate box (eg area teacher (ATS))
Personal details	Fill in all areas as stated on the form. Please ensure you include your post code.
Employment details	List all service as a teacher in New Zealand state or state integrated schools (full-time equivalent service) and any overseas service. Counted as service: <ul style="list-style-type: none"> <li>overseas teaching as part of a government scheme, such as the Commonwealth Exchange</li> <li>teaching in a Pacific Island where the teacher was appointed from New Zealand under a scheme of cooperation.</li> </ul>
Previous leave taken	Identify any leave from teaching of longer than one term (other than periods of childcare, or sick leave).
Proposal requirements	You must ensure that you give enough information for the panel to judge whether the proposed activity fits one of the approved professional learning activities below, is realistic and achievable within the period of leave.  Ensure your attached proposal follows the headings listed and includes sufficient detail.
Term when you wish to take leave	Note the expected time you wish to take the leave. You will be asked to confirm this later, should you be selected.
Declaration	Read the declaration carefully before signing and agreeing to the conditions, as you are certifying that the information you have provided is correct.  Ensure the principal/the board is aware of what they are signing. By signing the form the board will be confirming permissions associated with the application.  If you cannot get sign off in time to complete your application please contact the Administrator at <a href="mailto:teacher.studyawards@minedu.govt.nz">teacher.studyawards@minedu.govt.nz</a> and explain why and when it will be signed.  Incomplete application forms may not be assessed by the panel.

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## How to make an application, Continued

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**Submitting  
your  
application**

Send an unbound, completed and signed copy to:

Administrator  
Teachers' Study Awards  
Ministry of Education  
PO Box 1666  
Wellington 6140

Faxed applications will not be accepted

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**Enquiries**

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

Phone: 04 463 4859

Website: [minedu.govt.nz/goto/studyawards](http://minedu.govt.nz/goto/studyawards)

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# Sabbatical Proposal

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## Requirements of the sabbatical proposal

The proposal is to be presented using the following headings:

- √ professional learning activities that will be undertaken
  - √ time commitment – estimate of time including a timetable, if possible
  - √ benefit of sabbatical – self, students you teach, school
  - √ reporting on learning – reporting intention
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## Professional Learning Activities

State the purpose of your sabbatical in terms of your professional learning.

Describe the professional learning you intend to undertake during the sabbatical period (see below) noting that this should occupy 50% of your sabbatical time.

Convey a clear idea of what is to be investigated, studied, developed, visited or carried out during the sabbatical leave, and how your findings are to be reported.

Consider any relevant research/information in your intended professional learning area, where applicable, when applying for sabbatical leave.

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## List of approved professional learning activities and fields

Identify the professional learning you will undertake if awarded the sabbatical leave. The activity through which you engage in learning may be a literature review, a personal investigation or study, action research, or the development of a teaching/learning resource.

The following fields are approved areas for professional learning:

- implementation of the revised New Zealand Curriculum and/or Te Marautanga o Aotearoa
  - assessment and its impact on student outcomes
  - leadership of teaching and learning
  - the relationship between pedagogy and student learning
  - pedagogical knowledge or educational theory
  - teaching and learning in other settings outside your school
  - learning needs of diverse students
  - improving participation and achievement of Māori, or Pasifika students
  - student development, behaviour or support
  - specific aspects of student learning
  - extending specific subject or technological knowledge
  - adult learning and mentoring.
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## Time commitments of activities

The proposal must make clear the work planned for the period of sabbatical leave. It should occupy 50% of your time over the ten weeks. Work includes all activities planned, any time set aside for professional reading, time for reflection and time for writing notes and reports.

If intending to visit schools as part of sabbatical leave, provide a rationale for this and what you are hoping as outcomes.

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## Sabbatical Proposal, Continued

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<b>Benefits of the sabbatical</b>	You must outline the benefits to your students, yourself and to your school of your sabbatical leave activities. This may include the development of a resource for the school.
<b>Reporting intention</b>	Please specify how and to whom you will report on your sabbatical, to add to the body of information available to teachers.

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## Reporting on your sabbatical professional learning activities

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<b>Introduction</b>	Teachers awarded a sabbatical are required to provide a written report that may be accessed online by other teachers. It is strongly advised that the report is to be reviewed, preferably by a senior colleague, before submitting for publication.
<b>When is the report due</b>	The report/resource (see formats below) must be submitted electronically to <a href="mailto:teacher.studyawards@minedu.govt.nz">teacher.studyawards@minedu.govt.nz</a> within three months of completion of the sabbatical.

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<b>Reporting on your sabbatical leave professional learning activity</b>	<p>It is recommended that reports are structured in the following way:</p> <ol style="list-style-type: none"><li>(a) title: showing the focus of the sabbatical</li><li>(b) author, school, period of time sabbatical covers</li><li>(c) acknowledgements</li><li>(d) executive summary</li><li>(e) purpose</li><li>(f) background and rationale</li><li>(g) methodology</li><li>(h) findings</li><li>(i) implications</li><li>(j) benefits</li><li>(k) conclusions</li><li>(l) references</li></ol>
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Preferred fonts are Arial, Times and Times New Roman. Main headings 14 pt, side headings and body text 12 pt.

Alternatively the resource may be a practical resource, for example:

- annotated photo study
- student learning resource
- teaching resource based upon recent innovations in a curriculum area
- teaching resource based upon practical applications of the curriculum

If the resource is a practical resource it will include a section or cover page clearly outlining the following:

- (a) purpose (as in the proposal)
  - (b) activities undertaken
  - (c) benefits to individual and to school
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## Process Timetable

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### Timetable

The following is a tentative timetable for the process

<b>Action</b>	<b>Dates</b>
Application closing date	24 July 2009
Selection process	August 2009
Notification of result to applicant and principal	1 September 2009
Return of acceptances	25 September 2009
Reliever notices to schools	12 October 2009
Confirmation of next steps	2 November 2009
Reports due	Three months after completion of sabbatical leave

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