

## Guidelines – Secondary Teachers' Sabbatical Leave

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### Description – about this award

Sabbatical leave is available to secondary teachers through the Secondary Teachers' Collective Agreement (STCA).

Each year there are 40 paid positions, each of one term based on ten weeks duration, available to teachers in state or state integrated secondary schools, covered by this agreement.

The recipient's school receives relief funding in accordance with the STCA 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 secondary teachers
- improve knowledge, skills and practice through engagement in professional learning, and
- enhance teacher enthusiasm for teaching

Indirectly:

- enhance the learning experiences of secondary student, and
  - enhance the professional learning cultures within secondary schools.
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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 registered teacher with at least twenty years' New Zealand teaching service (see the section - How to fill in the form)
  - ✓ have a period of at least seven years unbroken service (see the section - How to fill in the form)
  - ✓ 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 3.3 or 3.4 of the STCA).
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## Key information for applicants, Continued

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### What does the leave cover

The sabbatical provides:

- 10 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 STCA.

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 panel is comprised of equal numbers of employer representatives and representatives of the association 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:
- the applicant meets the eligibility criteria
  - the application is complete and clear
  - 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 activity proposed is within one or more of the approved fields
  - clarity of purpose and benefits to self, students and school, and how this will be achieved within the timeframe
- Then:
- firstly, the length of most recent unbroken service
  - secondly, if necessary, by the total teaching service, and
  - thirdly, if the first two steps do not clearly indicate a number of applicants equivalent to the number of sabbaticals available, applicants with equal ranking after the first two steps will enter a ballot to allocate the remaining sabbaticals.
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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 secondary teacher (STS))
Personal details	Fill in all areas as stated on the form. Please ensure you include your post code.
Employment details	<p>List all service as a teacher in New Zealand state or state integrated schools.</p> <p>Service includes:</p> <ul style="list-style-type: none"> <li>• Overseas teaching as part of a government scheme or other exchange scheme, eg Commonwealth Exchange</li> <li>• Teaching in a Pacific Island where the teacher was appointed from New Zealand under a scheme of cooperation</li> </ul> <p>Service is not broken by:</p> <ul style="list-style-type: none"> <li>• Any leave/break one term or less</li> <li>• Leave/breaks longer than one term for secondment /appointment to advisory services, as a moderator or as a teacher educator in tertiary education institution,</li> <li>• Breaks of up to four years for childcare</li> <li>• Paid sick leave</li> <li>• Periods of relief teaching and part-time – as they will be pro rated and count as service</li> </ul> <p>Service not counted:</p> <ul style="list-style-type: none"> <li>• Overseas teaching(except as listed above)</li> <li>• Tertiary teaching (except as listed above)</li> <li>• Teaching in an independent school</li> <li>• Time as a teacher trainee</li> </ul>
Previous leave taken	<p>Continuous service – calculate from the end of the current year backwards.</p> <p>Note any leave/breaks for periods greater than one term and any previous sabbatical leave of 10 weeks.</p>
Proposal requirements	<p>You must ensure that you give enough information for the panel to judge whether the proposal is realistic and achievable within the period of leave.</p> <p>Ensure your attached proposal follows the headings listed and includes sufficient detail to provide clarity of purpose and plan of action.</p>
Term when you wish to take leave	Note the term you wish to take the leave. You will be asked to confirm this later, should you be selected.

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## How to make an application, Continued

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### How to fill in the form (continued)

Area	Notes
Declaration	<p>Read the declaration carefully before signing and agreeing to the conditions, as you are certifying that the information you have provided is correct.</p> <p>Ensure the Principal/board is aware of what they are signing. By signing the form the board will be confirming permissions associated with the application.</p> <p>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.</p> <p>Incomplete application forms may not be assessed by the panel.</p>

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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 professional learning activity. (a series of questions to be investigated.)

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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# Sabbatical Proposal, Continued

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**List of approved professional learning activities**

Approved professional learning:

- literature reviews in relevant pedagogical curriculum knowledge
  - assessment and its impact on student outcomes
  - personal study of adult learning and teacher efficacy
  - investigation of other teaching and learning systems
  - investigation into the relationship between pedagogical style and student learning
  - personal research of subject content knowledge, pedagogical knowledge or educational theory
  - investigation of the learning needs of diverse students
  - investigation of the learning needs of Māori and Pasifika
  - investigation into student development or student behaviour
  - action research into specific aspects of student learning
  - New Zealand curriculum/school based curriculum design.
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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 and should include 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.

Please provide a clear outline and timeframe for this work and when you will be having time for rest and relaxation.

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**Benefits of the sabbatical**

You must outline separately the benefits to your students, yourself and to the school of your sabbatical leave activities. This may include the development of a resource for the school.

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**Reporting intention**

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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**Introduction** Teachers awarded a sabbatical are required to provide a written or practical web-based resource that may be accessed by other teachers.

This resource/report is to be of a standard suitable for publication online.

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**When is the report due** The report/resource (see formats below) must be submitted electronically to [teacher.studyawards@minedu.govt.nz](mailto:teacher.studyawards@minedu.govt.nz) within three months of completion of the sabbatical.

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**Reporting on your sabbatical leave professional learning activity**

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 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

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 subject area
- Teaching resource based upon practical applications of the subject discipline

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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