



Area School Principals' Te Rau Titoki Leave Application Guide

About the Area School Principals' Te Rau Titoki leave

The Area School Principals' Te Rau Titoki leave provides either 10, 20, or 30 weeks' paid leave to undertake professional development. Every year, the Ministry offers 18 sabbaticals to principals in state or state-integrated area schools. At least 5 of these sabbaticals are reserved for Te Rau Titoki Leave.

Purpose of the award

The aim of the leave is to provide a sustained period of time in a principal's career to engage in professional leadership activities, activities relating to the school and its community..

The scheme is intended to:

Directly:

- improve the principal's knowledge, skills, and practice through engagement with the community, community leaders and whānau.
- build the capacity of community leadership in areas outside the school that are closely linked to the success and wellbeing of learners in the school.
- enhance principal enthusiasm for leadership and allow an opportunity for reflection and rejuvenation.
- provide opportunities to overcome any professional isolation experienced by Area School Principals.

Indirectly:

- improve overall retention rates of experienced and effective area school principals
- enhance the learning experiences of students
- enhance professional learning cultures in the schooling Sector.

Eligibility

To apply for the Area School Principals' Te Rau Titoki leave, you must:

- be employed as an area school principal in a New Zealand state or state-integrated school
- be employed under the Area School Principals' Collective Agreement (ASPCA) or applicable individual employment agreement (IEA)
- have completed at least 5 years' service as a principal in a New Zealand state or state-integrated school
- have the support of your school board or employer, including any agreed costs.

We give preference to applicants who meet the eligibility and assessment criteria and who have not received a study award or sabbatical in the last 5 years.

How to apply

Applications are made through the application form on our website. [Area School Principals' Te Rau Titoki Leave | Education Workforce](#)

First, provide your personal details including your name, date of birth, and contact information.

Provide your current employment information as detailed below.

- Your teacher registration number. This can be found on the teaching council website. (<https://teachingcouncil.nz/find-a-registered-teacher/>)
- Your Ministry of Education employee number. This can be found on your payslip.

You will then be asked for information about your school, your employment history, and the period of leave sought on your sabbatical.

Late applications:

We will give consideration to late applications where:

- you have experienced technical issues that could not be resolved before the closing date
- you have experienced an exceptional personal or family-related issue that resulted in missing the application period.

Leave proposal

The core of the application is a written statement. We recommend writing your statement in a word document or other application and then copying it into the form to avoid data loss.

The statement is separated into five sections:

Leave proposal (250 word limit)

Describe the leadership activities you intend to undertake, the engagement with the community and the planned time commitment. Include the benefits of the activities to yourself, your school, and the wider community, and how you intend to apply them.

The proposal should demonstrate links to:

- issues important to the school

- the school's strategic or annual plan
- your personal professional development
- current Ministry of Education priorities in education.

Previous Awards

You will also be asked about any previous study awards, sabbaticals, or supported leave you have taken in the past.

Support

Indicate the method by which you will supply your School Board support documents:

- A copy of relevant school board motion confirming support for your application
- A signed letter of support from the school board presiding member or employer
- An attached email from your school board presiding member or employer

You **must** upload your documents in this section of the form, or you will not be able to submit your application.

If you cannot supply evidence of your support with your application before the closing date, you must email teacher.studyawards@education.govt.nz to have your application considered as a late application.

Applicant declaration

Finally, tick the boxes to declare that all your information is true and accurate. A privacy statement is provided at the bottom of the form.

How is my application assessed?

A selection panel will assess your application on the following:

- The purpose and proposed activities are clearly described.
- The benefits of the leave for you, your school and your community are explained.
- Any previous leave taken, as per section 4 in the application form.

Preference is given to applicants who meet the leadership activities criteria:

- Build on community relationships to strengthen leadership through informed involvement
- Provide insight that leads to better understanding of the community and school relationships
- Preference is also given to applicants who have not received a TeachNZ study award or sabbatical in the last five years.

Should there be an equal ranking in applicants who meet the selection criteria and preference, the quality of the application will then be used as the final selection criteria.

Preference is given to applicants who meet the criteria and who have not received a study award or sabbatical in the last five years. Should there be an equal ranking in applicants who meet the selection criteria and preference, the quality of the application will then be used as the final selection.

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.

Expectations if awarded leave

If awarded leave, you must:

- notify the Ministry of Education if you are accepting or declining the leave
- notify the Ministry of Education of any changes to information included on the application form, (for example your employment status, contact details, your proposal, or if you take up a new position)
- undertake the professional learning activities as stated in your proposal
- share the findings of your leave outcomes with your school board.

If you are successful and then decline the offer of leave, you can re-apply with no consequences in a subsequent year.

Leave cannot be postponed to the following year.