



Area School Teachers' Sabbatical Application Guide

About the Area School Teachers' Sabbatical

The Area School Principals' Sabbatical provides ten weeks' paid leave to undertake professional learning, reflect and rejuvenate. Each year, the Ministry offers 12 sabbaticals to teachers in state or state-integrated area schools.

Purpose of the award

The aim of the sabbatical is to provide a sustained period of time in a teachers' career to engage in a balance of professional learning activities, reflection and rejuvenation.

The scheme is intended to:

Directly:

- improve knowledge, skills, and practice through engagement in professional learning
- enhance teachers' enthusiasm for teaching
- provide opportunities to overcome any professional isolation experienced by Area School Teachers.

Indirectly:

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

Eligibility

To apply for an Area School Teachers' Sabbatical, you must:

- be employed under the Area School Teachers' Collective Agreement (ASTCA) or applicable individual employment agreement (IEA)
- hold a full and current practising certificate
- be a full-time and registered teacher with at least 10 years' continuous teaching service working in a New Zealand state or state-integrated school

- not currently be under review for competence and/or conduct and discipline (as per sections 2.3 or 2.4 of the ASTCA).

How to apply

Applications are made through the application form on our website: [Area School Teachers' Sabbatical | 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.

Sabbatical 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 four sections:

Purpose of the sabbatical (250 word limit)

State the purpose of your sabbatical and describe the professional learning you intend to undertake. Clearly state the work planned for this period, which should occupy at least 50% of your time over the period of leave sought.

Programme Outline (250 word limit)

Provide a programme outline for the period of the sabbatical. Where travel and visits are intended, please provide details of the location, personnel (where possible) and the purpose of the programme. You must ensure you give enough information for the selection panel to judge your proposal and ensure it is realistic and achievable within the period of leave.

Benefits of the sabbatical (250 word limit)

Outline the benefits of your sabbatical activities to yourself, your school, other teachers and the wider education sector, 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.

Intent to share (250 word limit)

Describe how you intend to share your findings and who you intend to share them with, including your Board and colleagues in the wider education sector.

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

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

- A signed letter of support from your school principal
- An attached email from your school principal

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

If you are applying for the Area Teachers' Sabbatical without support from your principal or school board/employer, you must upload a letter confirming this, in this section, to submit your 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 professional learning you're planning to complete during the sabbatical is in one or more of the approved fields.
- The purpose of the sabbatical within the allocated timeframe is clearly described.
- The benefits of the sabbatical, and how these will be applied, for yourself, your students, and your area school are explained.
- Clear plan to share your professional learning

The selection panel will award sabbaticals to the 12 applicants who meet the selection factors and, for final selection, the selection panel will also consider:

- firstly, the total length of teaching service in area schools

- secondly, the length of unbroken teaching service prior to making this application
- thirdly, achieving a balance of proposals covering both primary curriculum and secondary curriculum areas.

The selection panel's role is to ensure that the selection process is open, fair, consistent, and impartial, and provides equal opportunity and non-discrimination.

Expectations if awarded a sabbatical

If awarded a sabbatical, you must:

- notify the Ministry of Education if you are accepting or declining the sabbatical
- 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.

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

A sabbatical cannot be postponed to the following year, however, under exceptional circumstances the principal and school board/employer may agree to postpone the leave to the first or second term of the following year, subject to notifying the Ministry of Education.