



# Secondary School Senior Managers' Sabbatical Application Guide

## About the Secondary School Senior Managers' Sabbatical

The Secondary School Senior Managers' Sabbatical provides ten weeks' paid leave to undertake professional learning, reflect and rejuvenate. Each year, the Ministry offers 10 sabbaticals to senior managers in state or state-integrated secondary schools.

### Purpose of the award

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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:

- improve knowledge, skills and practice through engagement in professional learning that contributes primarily to the leadership and management of secondary schools
- enhance professional learning and management cultures in secondary schools
- improve overall retention rates of experienced, effective senior managers
- meet the Ministry of Education's priorities.

### Eligibility

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A senior manager is defined as a teacher who holds the position of Assistant Principal or Deputy Principal. These terms are defined by role and not necessarily title. See clause 4.3B.2 of the Secondary Teachers' Collective Agreement (STCA) or the application guidelines for further information.

To apply for a Secondary Senior Managers' Sabbatical, you must:

- be employed under the STCA or applicable individual employment agreement (IEA)
- be a full-time teacher
- hold a full and current practicing certificate
- be currently employed as a senior manager in a New Zealand state or state-integrated secondary school

- have a period of at least 7 years' unbroken teaching service
- be able to demonstrate that you will benefit from a period of professional learning related to your role as a senior manager
- intend to continue in a management role after the sabbatical
- not currently be under review for competence and/or conduct and discipline (as per sections 3.3 and 3.4 of the STCA)
- have not received a Secondary Teachers' Sabbatical or Secondary Senior Managers' Sabbatical within the last 5 years
- have the support of the principal and school board, or employer.

You can apply for both a Secondary Senior Managers' Sabbatical and a Secondary Teachers' Sabbatical if you meet the eligibility criteria, but you can only accept one sabbatical.

## How to apply

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Applications are made through the application form on our website: [Secondary Senior Managers' 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 six 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 students and your school and how you intend to apply them.

For example:

- How will your proposed learning support improvement in student outcomes?
- How will it improve the culture in the school?
- How will your sabbatical develop your role as a senior manager?
- How will it contribute to improving leadership and management for the benefit of the whole school.

### **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 and the Ministry of Education.

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

## **Support**

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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

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](mailto:teacher.studyawards@education.govt.nz) to have your application considered a late application.

## **Applicant declaration**

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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?

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A selection panel will assess your application on the following:

- the professional learning proposal will focus on improving knowledge, skills and practice relevant to the leadership and management of a secondary school, through the completion of one or more approved professional learning activities
- the senior manager demonstrates clarity about the purpose and programme of work within the allocated timeframe
- the senior manager has explained the benefits of this work for self, students and their school (e.g. contribution to the Ministry of Education's education priorities and local school goals)
- the senior manager describes how they will share their sabbatical learning.
- any previous leave granted or awards received will be taken into consideration.

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

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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.