



Secondary School Teachers' Sabbatical Application Guide

About the Secondary School Teachers' Sabbatical

The Secondary School Teachers' Sabbatical provides ten weeks' paid leave to reflect, rejuvenate, and undertake professional learning. Each year, the Ministry offers 50 sabbaticals to teachers in state or state-integrated secondary schools. 40 of these sabbaticals are based on service.

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

Indirectly:

- enhance the learning experience of secondary students
- enhance the professional learning cultures in secondary schools.

Eligibility

To apply for one of the 40 Secondary Teachers' Sabbaticals based on service, you must:

- be employed under the Secondary Teachers' Collective Agreement (STCA) or applicable individual employment agreement (IEA)
- be a full-time registered teacher, with at least 20 years' teaching service in New Zealand state or state-integrated schools
- have a period of at least 7 years of most recent unbroken service
- not currently be under review for competence and/or conduct and discipline (as per

sections 3.3 or 3.4 of the STCA)

- have not received a sabbatical in the last 10 years.

If you want to apply for one of the remaining 10 Secondary Teachers' Sabbaticals, you must:

- be employed under STCA or applicable individual employment agreement (IEA)
- be a full-time registered teacher, with at least 5 years' teaching service in New Zealand state or state-integrated schools
- not currently be under review for competence and/or conduct and discipline (as per sections 3.3 or 3.4 of the STCA)
- have not received a sabbatical in the last 10 years.

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

How to apply

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

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, colleagues in the wider education sector and the Ministry.

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

If you are applying for the Secondary Teachers' Sabbatical without support from your principal or school board/employer, please upload a letter confirming this, in this section, to be able 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?

The first 40 successful applications will be assessed on the following:

- Your proposal shows that the professional learning you're planning to complete during the sabbatical is in one or more of the approved fields
- Your application is clear and complete.

- Previous Ministry funded leave.
The selection panel will then consider:
 - Firstly, the length of most recent unbroken service
 - Secondly, if necessary, the total teaching service
 - thirdly, If the first two steps do not clearly indicate a number of teachers equivalent to the number of sabbaticals available, teachers with equal ranking after the first two steps will enter a ballot to allocate the remaining sabbaticals.

If your application is unsuccessful against the above criteria, ten more sabbaticals will be allocated based on the following selection factors:

- The quality of the proposal for professional learning.
- The focus of the learning in one or more of the approved fields.
- The contribution it makes to the profession.
- The intentions to share on the sabbatical. Note: The service criteria of having a total of at least 20 years' teaching service in New Zealand state or state-integrated schools does NOT apply to the additional ten sabbaticals.

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.