

# APPLYING FOR THE SCIENCE TEACHING LEADERSHIP PROGRAMME

## IMPORTANT THINGS TO KNOW AND GUIDANCE ON COMPLETING THE APPLICATION FORM

### GENERAL INFORMATION

- There is **no opportunity**, during phase one of the Programme, for participant teachers to complete/participate in further academic study or take extended personal leave.
- Participant teachers are expected to attend **all** calendared events during Phase One.
- The Programme enables schools to employ a relief teacher to replace the nominated teacher on the Programme. Costs for nominated teacher are covered by the Programme during phase one.
- Teachers on the Programme are on **study leave** during Phase One. Their employment and conditions of service remain the same
- Formal contracts between the Society, the host organisation, the school and the nominated teacher will be drawn up for the successful applicants.

### ELIGIBILITY CRITERIA

#### A SCHOOL OR SCIENCE DEPARTMENT MUST:

- Formally commit to science being a major learning area for 12 – 18 months during phase two of the Programme.
- Ensure the participant teacher is fully supported to **effectively lead** science learning in the school throughout the duration of the programme.

#### A NOMINATED TEACHER MUST:

- Be committed to taking a **lead in science** in their school for 12 – 18 months during Phase Two.
- Be in a position, **personally and professionally**, to meet the terms and conditions of the programme.
- Be either a primary teacher, an intermediate teacher (including science specialist teachers) or a secondary science teacher of years 9 and 10 (including Heads of Departments).
- Be a registered teacher who is in a permanent full or permanent part-time position (at least .8 FTE) and is currently employed by a Board of Trustees teaching in a New Zealand school.
- Have delivered the New Zealand National Curriculum for a **minimum of three years**.
- Be a New Zealand Citizen, or the holder of a New Zealand Residency permit.

## PHASE ONE START DATES

Applications are being accepted for phase one start dates of:

- Term 1 2020
- Term 3 2020

Schools should prioritise their preference for phase one start times on the relevant section of the application form and include a rationale for their preferences. Schools cannot be guaranteed their preferred start date.

The term 3 start date is **subject to government funding**.

## APPLICATIONS WITH SPECIAL CIRCUMSTANCES

Schools may submit an application that includes some special circumstances. A school must provide a clear rationale of why the special circumstances would benefit the quality of science education in the school(s).

Possible examples could include:

- Nominating a second participant teacher, who will also have a leadership role, being mindful of the Programme's investment in developing science leaders rather than being a general science professional development programme for all staff.
- Nominating two teachers who have consecutive phase one start times (in essence, employing one relief teacher for a school year).
- An application from a cluster of schools or a formal Community of Learning.
- Nominating two teachers who are on phase one at the same time.

## GENERAL APPLICATION GUIDANCE

- Applications should be typed and completed electronically on the forms provided on the website and sent to [stlp@royalsociety.org.nz](mailto:stlp@royalsociety.org.nz).
- If possible, send parts A, B and C as one document.
- Please send your application as a PDF.
- If you have any questions about the Programme, please contact the Royal Society Te Apārangi on 04 472 7421.

## FILLING IN THE APPLICATION FORM

- The Nominated Teacher completes Part A and Part C (If more than one nominated teacher is applying, each teacher should make an individual response to Parts A and C).
- The Principal, Head of Science Department or Faculty, or another appropriate person completes Part B. If the nominated teacher is the HOD/HOF science, part B should be completed by either the Principal or the School Curriculum Leader whoever is most appropriate.
- All parties must complete the Declaration Form. If more than one school is applying as a cluster or Community of Learning, each school must complete a declaration.

## REFERENCES AND SUPPORTING STATEMENTS

All references and supporting statements are confidential to the selection panel and appropriate Society staff.

### Written references

- The Nominated Teacher needs to provide the names and contact details of **two referees for their written statements**.
- The Nominated Teacher is responsible for giving the two written referees a referee report form.
- The choice of a referee is important. Referees should be capable of judging the Nominated Teacher's competence and potential as a candidate and/or their **ability to take a leadership role**.
- Please ensure that referees are able to email these references, on the template document, **directly to the Royal Society Te Apārangi** no later than the closing date **Wednesday 11 September 2019**.
- Referees will receive from the Royal Society Te Apārangi an acknowledgement of receipt of their statement.

### Verbal supporting statements

- Two verbal statements (by phone)
  - The nominated teacher will be contacted for a verbal statement.
  - For primary/intermediate schools, the Principal will be contacted for a verbal statement. No written reference is required
  - For secondary schools, the HOD/HOF science will be contacted for a verbal statement. If the nominated teacher is the HOD/HOF science, the Principal will be contacted instead. No written reference is required.

## INFORMATION FOR SELECTED PARTICIPANT TEACHERS – PREPARATION FOR PHASE ONE

This information is included so teachers understand what will be required of them prior to commencement of Phase One of the Science Teaching Leadership Programme if they are selected. These requirements will be completed during Term 4 2019 (for those starting in Term 1 the following year). **If your application is successful, you will need to ensure your time is managed to successfully complete the below requirements.**

- STLP co-ordinators will contact successful Participant Teachers by phone to discuss the Phase One programme, the teacher's areas of interest and development of the Programme Objectives and Expenses document.
- STLP co-ordinators will contact a host organisation, based on the phone discussion, and inform the participant teacher of a potential host.
- The Participant Teacher organises to meet with the potential host to discuss a placement programme that will develop their science knowledge and understanding of the Nature of Science.
- The Participant Teacher notifies the STLP co-ordinators that the meeting has occurred, that they are happy with the host and describes what steps are being taken to develop a Placement Programme.
- The Placement Objectives and Expenses Document (POE) is completed by the teacher and the STLP co-ordinators.
  - Teachers provide contact details – personal, school and host
  - Teacher and Host produce a Placement Programme (approx. ½ a page)
  - STLP co-ordinators produce indicative expenses for Phase One
- STLP co-ordinators set up Dropbox and Facebook page for Participant Teacher group and provide information for the start of Phase One.