

Education Bureau Circular Memorandum

From: Secretary for Education

To: Supervisors/Heads of all aided secondary schools, caput schools, special schools with a secondary section and government secondary schools

Ref:

Tel: 3549 8337

Date:

Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools

Guidelines for Reviewing 2008/09 and Reporting 2009/10 NET Deployment

Summary

1. In the 2009/10 school year, the NET Section will continue to support the deployment of NETs in secondary schools. Appropriate deployment is crucial in ensuring the efficacy of the Scheme and in establishing teaching and learning practices that will sustain the impact of the Scheme.

Details

2. The attached *Principles and Guidelines for Deployment in the Enhanced Native-speaking English Teacher (NET) Scheme for Secondary Schools* (Annex A) is designed to define modes of deployment and to guide schools in aligning the duties of their NETs to the key objectives of the Scheme.

3. The objectives of the Enhanced NET Scheme are:

- Objective One: To enrich the English language learning environment in schools
- Objective Two: To enhance the teaching and learning of English with linguistically and culturally authentic materials and resources
- Objective Three: To build upon teaching expertise through school-based professional development and collaboration between NETs and EPMs (English Panel Members)

These objectives should be reflected in the Deployment Plan which should serve as part of the overall school-based English Language Teaching Plan.

4. Also attached is the Deployment Plan (Annex B). Schools who sign a new contract (2009-2011) with a NET in the current school year are requested to complete and forward the Plan on or before **27 Nov 2009 (Friday)** to:

**NET Section
Room 1120
11F, Tsuen Wan Multi-storey Carpark Building,
174-208 Castle Peak Road,
Tsuen Wan, New Territories**

Or fax to: **3549 8379**

5. Schools with NETs on contracts (2008 – 2010) signed in the previous school year are NOT required to submit the plan as mentioned above.

6. It is important that schools undertake a review process in which they reflect on the deployment of their NETs and, if necessary, make adjustments to enhance their effectiveness. As part of the review process, open channels of communication should also be established to provide regular and specific feedback to the NETs on their contributions and performance

7. This circular should be brought to the attention of English Panel Chairs and NETs.

8. For enquiries, please contact Mr Peter Broe at 3549 8337.

Dr. CHEUNG Kwok-wah

For Secretary of Education

Principles and Guidelines for Deployment in the Native-speaking English Teacher (NET) Scheme for Secondary Schools

Rationale

Guidelines that adopt principles and recommend practices are necessary in facilitating the implementation of the Enhanced NET Scheme in schools. When drawing up their plans, schools should consider the guidelines in the context of site-specific factors so that the objectives of the Scheme and the needs of the schools could be met.

Principles of Deployment

1. NETs should be assigned:
 - as teachers who are over and above the staffing establishment; and
 - duties that combine teaching with providing resource materials and instructional support.
2. NETs in the role of a resource person should:
 - cultivate students' interest in, and understanding of, the language, cultural assets and socio-historical traditions of other English-speaking countries;
 - organise and manage activities that provide authentic English learning opportunities; and
 - compile/design authentic materials and integrate them into the curriculum.
3. NETs should collaborate with other English teachers on:
 - gaining insights into the diverse learning needs of students;
 - planning and teaching lessons that address identified learning needs; and
 - 'cross-fertilising' knowledge and skills.
4. NET deployment should be reviewed regularly for:
 - making adjustments that will enhance the effectiveness of the NETs; and
 - providing specific performance feedback to the NETs.
5. Support NETs by:
 - defining clearly and publicising their role to members of the school community; and
 - nurturing a lasting relationship that promotes mutual understanding and trust.

Teaching and Extra-curricular Duties

- I. Objective One: To enrich the English language learning environment in schools:
 - To provide a variety of opportunities for students to practise oral skills and communicate in English with confidence;
 - To promote the learning of English through language arts strategies, e.g. debating, drama and poetry;

Annex A

- To organise and implement a variety of extra-curricular activities, e.g. English Day, English Corner, fieldtrips and other extended learning opportunities to enhance student experience in learning English;
 - To develop the habit of reading in English in students; and
 - To conduct such activities as public exams preparation, induction program for incoming Form 1 students or after-school learning-support classes.
- II. Objective Two: To enrich resources for the teaching and learning of English with linguistically and culturally authentic materials:
- To research, compile and present teaching materials and strategies that address the objectives of the NET Scheme and the targets of the school-based English curriculum;
 - To provide language support and cultural references;
 - To collaborate with EPMs in broadening the context for learning English; and
 - To facilitate access to cultural experiences and/or exchanges
- III. Objective Three: To build upon teaching expertise through school-based professional development and collaboration between NETs and EPMs:
- To facilitate self-assessment and reflection on teaching practices;
 - To assist panel chairs in developing and facilitating workshops or planning meetings;
 - To model effective teaching and learning strategies; and
 - To facilitate or participate in mentoring activities

Support for NETs

- I. While drawing up the NET Deployment Plan at the start of each school year:
- consider the strengths and expertise of the NET; and
 - discuss the assigned duties with the NET.
- II. To integrate the teacher into the school community:
- assign an experienced teacher to orient the NET to the facility, policies and procedures, personnel and internal organisation of the school;
 - share relevant curriculum documents and annual priorities of the English panel with the NET;
 - explain to the NET the local educational context, the NET Deployment Plan and the process of evaluation; and
 - employ alternative means to communicate information that is shared in Chinese-only meetings to the NET.
- III. Since most NETs do not reside permanently in Hong Kong:
- consideration should be given to requests for leave at Christmas, Easter and other major holidays to allow time with families in their home countries;
 - an uninterrupted block of at least four weeks should be allowed during the summer break; and
 - identify opportunities for the NETs to take on duties at a time outside the leave periods.