

Education Bureau Circular Memorandum No. 49/2009

From : Secretary for Education

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

Ref. : EDB(NETADM)ENET/1/3

Date : 21 April 2009

c.c. : Supervisors/Heads of all private secondary schools/DSS schools, Heads of Sections/Government secondary schools

Enhanced Native-speaking English Teacher Scheme in Secondary Schools

Appointment and Re-appointment of Native-speaking English Teachers for the 2009/10 School Year

SUMMARY

This is to inform schools and Native-speaking English Teachers currently employed under the Enhanced Native-speaking English Teacher (NET) Scheme about appointment and re-appointment of NETs in the 2009/10 school year. Schools are requested to bring this circular memorandum to the attention of their NETs. This circular memorandum supersedes the Education Bureau (EDB) Circular Memorandum No. 20/2008 on the same subject.

DETAILS

Appointment and Re-appointment of NETs

2. Schools and their serving NETs with contracts due to expire at the end of the 2008/09 school year are requested to discuss and reach an initial agreement as to whether they wish to have their contracts renewed for another two years. Early discussion on contract renewal matters would enable NETs to make their future plans and the schools to plan for recruitment/ staff deployment. Schools are requested to complete and return the attached Form A to the EDB as detailed in paragraph 13 to facilitate planning and recruitment arrangement.

3. Schools may opt to recruit new NETs directly or entrust EDB to recruit NETs on their behalf. Schools opting to recruit a NET directly may proceed with the normal recruitment procedure and should ensure that the qualifications of NETs meet the requirements for appointment of new NETs in secondary schools as set out in the Appendix. Schools are also informed that, starting from the 2009/10 school year, new NETs who have not served under the NET Schemes before are required to produce documentary evidence that they have/ have not been found guilty of criminal offence (e.g. Certificate of No Criminal Conviction (CNCC)) from the countries/cities where they have resided before they take up this new appointment in Hong Kong. Assessments on non-local qualifications

of the NET should be arranged by schools in accordance with the Education Bureau Circular No. 1/2005 before offering appointments. Schools recruiting NETs directly should ask the NET to complete and return the attached Form C as detailed in paragraph 13 and documentary evidence that he/ she has/ has not been found guilty of criminal offence from the countries/ cities where he/ she has resided to EDB.

Retention Incentive

4. With effect from the 2005/06 school year, EDB has introduced a retention incentive to provide additional incentive for serving NETs to continue their service under the NET Scheme in Hong Kong. NETs, who have served two years of continuous service and are in the third and fourth years of continuous service OR who have served four years of continuous service and are in the fifth year of service onwards, are eligible to apply for receiving a retention incentive of 5% OR 10% of the current base salary respectively. The incentive is payable to NETs in each school year, subject to the school management's confirmation in the annual appraisal that the performance of the NET has been satisfactory. For further details of the retention incentive, schools may refer to the Education Bureau Circular No. 2/2006.

Fringe Benefits for NETs

5. Schools are reminded that once the NET's normal place of residence is established as being outside Hong Kong and his/ her eligibility for the fringe benefits under the Enhanced NET Scheme is confirmed, he/ she should continue to be eligible for the fringe benefits when re-appointed without break in service, unless there are changes in the NET's personal or family particulars such as change of marital status, permanent resident status and children having reached the age of 18, etc., which might affect their entitlement. NETs should also be reminded to complete and submit the application forms for fringe benefits when they report for duty on their contract commencement date.

Appointment for Serving NETs on Completion of Contract

6. For serving NETs who were recruited by EDB and wish to change to another school upon expiry of their contracts in the current school year, EDB will assist them to look for a new appointment. These NETs should complete and return the attached Form B to EDB as detailed in paragraph 13. They should note that there is no guarantee that they will be offered an appointment at other schools. If they subsequently fail to obtain a new appointment, they would not be able to return to their original schools.

Payment of Gratuity

7. Schools should arrange for the payment of gratuity for their NETs the soonest possible upon their satisfactory completion of the contract. A circular memorandum on the details of the payment of gratuity and the payment of tax before leaving Hong Kong will be issued in due course.

Duties of NETs

8. NETs should work collaboratively with the English panel in the preparation of teaching materials, curriculum development, organisation of English-related activities and staff development, etc., and act as resource persons for the schools. Schools should carefully review the NET's job description and duty lists and make sure that they are gainfully deployed. They should make reference to the Education Bureau Circular Memorandum No.149/2008.

Terms and Conditions of Service

9. The sample contract for the NET is subject to annual review. An updated sample contract will be issued to schools for reference by May 2009. Schools should **not** sign a formal contract with serving/ new NETs before they receive the updated sample contract.

Employment Visa

10. Before signing a formal contract with NETs coming from abroad, schools are advised to remind NETs that the offer for employment is conditional upon their having obtained an employment visa allowing them to work for the school as specified in the Letter of Appointment and to stay in Hong Kong for an initial period of at least one year. The visa should be obtained, prior to arrival in Hong Kong, from the Director of Immigration of the Government of Hong Kong Special Administrative Region.

11. For NETs already working in Hong Kong, the offer of employment is conditional upon their having obtained, prior to the commencement of the Contract, an approval from the Director of Immigration of the Government of Hong Kong Special Administrative Region allowing them to work for the School as specified in the Letter of Appointment and to continue to stay in Hong Kong for at least one year.

Teacher Registration

12. Section 42 of the Education Ordinance stipulates that any person who teaches in a school has to be either a registered teacher (RT) or a permitted teacher (PT). Therefore, schools should ensure that their NETs have applied to be RTs or the schools have applied for teaching permits for them prior to their assumption of duties. For further enquiries, please contact the Teacher Registration Team of the EDB at 2520 0325 or 2520 0356.

Forms to be completed

13. School heads are strongly advised to discuss the appointment and re-appointment matters with the NET prior to returning the forms to EDB. Schools and NETs should complete the attached Forms A, B and C where appropriate -

Form A: *Survey on Appointment of Native-speaking English Teachers (NETs)* – to be completed by all aided secondary schools/ special schools with a secondary section and caput schools already under the Scheme and those that wish to join the Scheme for the first time in the 2009/10 school year,

and submitted to the NET Administration Team by fax at 2123 1239 on or before **6 May 2009**.

Form B: *Application of Serving NETs for New Appointment on Completion of Contract* – to be completed by NETs who were recruited by EDB and whose contract will NOT be renewed upon expiry in August 2009, and submitted to the NET Administration Team by fax at 2123 1239 on or before **6 May 2009**.

Form C: *Personal Particulars of NETs Recruited by Schools Directly* – to be completed by NETs who were recruited directly by schools, and submitted to the NET Administration Team by fax at 2123 1239 when they report for duty on their contract commencement date.

Enquiries

14. For enquiries, please contact Mr Royce WONG at 2892 6495 or Mr Ricky LAU at 2892 6498.

Sheridan LEE
for Secretary for Education

**Qualifications for Appointment of Native-speaking English Teachers (NETs)
under the Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools**

The applicant should be a native-speaker of English (meaning English being the person's native language) or possess native-speaker English competence.

Preference will be given to applicants with experience in teaching English as a second/ foreign language.

For appointment in special schools, preference will be given to applicants who have special education training and/ or experience in teaching students with special education needs.

Appointment of native-speaking English teachers (NETs) should be considered according to the following order of priority:

1. Category 1 (to be appointed at Graduate Master/Mistress (GM) rank, MPS pt. 17-33)
 - (i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics# or a Modern Language# **OR** a Bachelor in Education degree (major in English or a Modern Language#, but not primary education specialist) obtained after 3 years' full-time study from a Hong Kong university or equivalent; and
 - (ii) a Post-graduate Diploma in Education majoring in English or equivalent; and
 - (iii) a Teaching of English as a Foreign Language or a Second Language (TEFL/TESL) qualification at least at the diploma level; and
 - (iv) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.
2. Category 2 (to be appointed at GM rank, MPS pt. 17-33)
 - (i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics# or a Modern Language#; **OR** a Bachelor in Education degree (major in English or a Modern Language#, but not primary education specialist) obtained after 3 years' full-time study from a Hong Kong university or equivalent; and
 - (ii) a Post-graduate Diploma in Education majoring in English or equivalent; and
 - (iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.

In the event that candidates meeting the requirements in Category 1 – 2 cannot be recruited, consideration may be given to appoint teachers with the following qualifications:

3. Category 3 (to be appointed at GM rank, MPS pt. 17-33)
 - (i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics# or a Modern Language# from a Hong Kong university or equivalent; and
 - (ii) a Post-graduate Diploma in Education or equivalent; and

(iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.

4 Category 4 (to be appointed at GM rank, MPS pt. 17-33)

(i) a bachelor's degree in any subject from a Hong Kong university or equivalent; and

(ii) a Post-graduate Diploma in Education majoring in English or equivalent; and

(iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.

5 Category 5 (to be appointed at GM rank, MPS pt. 17-33)

(i) a bachelor's degree in any subject from a Hong Kong university or equivalent; and

(ii) a Post-graduate Diploma in Education or equivalent; and

(iii) a TEFL/TESL qualification **preferably** at diploma level; and

(iv) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.

6 Category 6 (to be appointed at GM rank, MPS pt. 17-33, with salary bar at MPS Point 22)

(i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics# or a Modern Language# from a Hong Kong university or equivalent; and

(ii) a TEFL/TESL qualification at least at the diploma level; and

(iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.

7 Category 7 (to be appointed at GM rank, MPS pt. 17-33, with salary bar at MPS Point 22)

(i) a bachelor's degree in any subject from a Hong Kong university or equivalent; and

(ii) a master's degree in TEFL/TESL; and

(iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.

Note:

A degree in Linguistics or Modern Languages should be one in which English is the major language studied.

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Form A

3. Please '☑' one box below. (Your request will not be entertained if you tick more than one box.)

We are going to recruit _____ (please indicate no.) NET(s) directly.

We wish to entrust EDB to recruit _____ (please indicate no.) NET(s) on our behalf. **(Please provide the following information to facilitate deployment of NET to your school. Use separate sheets if necessary.)**

Students' academic ability: _____ High / Medium / Low *

Religion of school: _____

Requirements (if any): _____

Main duties of the new NET(s): _____

4. I hereby give/ do not give* my consent for EDB to disclose the name, address and fax no. of our school to potential NET candidates upon their request so that they can apply to our school direct.

5. I certify that all the information given in this form is true and accurate.

6. I undertake to co-operate with the Education Bureau in the running of the Enhanced NET Scheme in Secondary Schools to make the best use of resources.

Name of School: _____ School District: ()

Name of Supervisor/Principal*: _____ Signature: _____

School Type: Aided/Caput/Special*

Tel. No.: _____ Fax No.: _____ Date: _____

Name of contact person: _____ Tel. no. : _____

Estimated no. of operating classes in the 2009/10 school year: _____

* Delete where inappropriate

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Form B

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

Application of Serving NETs for New Appointment on Completion of Contract

(To be completed by the NET recruited by EDB on behalf of the school and whose contract will not be renewed upon expiry at the end of the 2008/2009 school year, and returned to the NET Administration Team by fax on 2123 1239 on or before **6 May 2009**)

[To: Assistant Education Officer, NET Administration Team]

via: Principal, _____
(Name of current school)

1. Please tick '✓' **one** box below. (Your request will not be entertained if you tick more than one box.):

- I would like to request EDB to send my personal particulars and CV to secondary schools in need of NETs in the 2009/10 school year. I understand that interested schools may contact me direct for job interviews. (Please proceed to paras. 2 to 4 below.)
- I would not request EDB's assistance in finding a new appointment for me for the 2009/10 school year.
- I do not need the assistance of EDB but I would like a list of secondary schools with NET vacancies to be sent to my e-mail address as shown below.

2. **I attach herewith my updated curriculum vitae and give my consent for EDB to send my personal particulars to schools for the purpose of finding a new appointment.** The following information is included in the CV:

- (a) Qualifications and teaching experience;
- (b) Expertise and skills (including duties in my current school);
- (c) Type(s) of school in which my expertise could be best utilized; and
- (d) Other remarks, if any (e.g. preference for districts, religion of school, etc.)

3. I would / would not * attend interviews with schools which are not in the districts of my preference.

4. I fully understand that:

- (a) EDB does not guarantee an appointment for me;
- (b) whether I am offered appointment is at the full discretion of the schools;
- (c) if I subsequently fail to obtain employment at another school, I would NOT be able to return to my original school; and
- (d) all expenses incurred for attending interviews will be borne by myself.

Name: (Mr/Mrs/Ms*) HKID Card No.: ()
Date of Birth / / (dd/mm/yy)

Residential address: _____

Tel. No.: (School) (Home/ Mobile) _____

Fax No.: _____ E-mail address: _____

Signature: _____ Date: _____

* Delete where inappropriate

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Form C

(12) Have you been previously employed under the Native-speaking English Teacher (NET) Scheme in Secondary or Primary Schools in Hong Kong? If yes, please complete your past employment records below: (Use separate sheets if necessary.)

<u>Name of school(s) in Hong Kong</u>	<u>Contract Periods(Day/Month/Year)</u>
1. _____	from _____ to _____
2. _____	from _____ to _____
3. _____	from _____ to _____

(13) Educational Qualifications (Use separate sheets if necessary.):

Teaching English as a Second Language Qualification (e.g. TESL/TEFL Diploma or Certificate)	Name of Awarding Institute (Country)	Year	Major Subject(s)
Professional Qualification (e.g. Diploma / Certificate in Education)	Name of Awarding Institute (Country)	Year	Major Subject(s)
Academic Qualification (e.g. Degree, Diploma or Certificate)	Name of Awarding Institute (Country)	Year	Major Subject(s)

(14) Teaching Experience [if any] (Use separate sheets if necessary.):

Name of School (Country)	From (Day/Month/Year)	To (Day/Month/Year)	Levels & Subjects Taught	Full-time/Part-time

(15) Certificate of No Criminal Conviction (CNCC) (attached to this form)

(i) Issuing date: _____

(ii) Issuing country: _____

The contents of the above information are true and complete to the best of my knowledge and belief.

Date: _____

Signature: _____