

Education Bureau Circular Memorandum No. 154/2009

From: Secretary for Education

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

Tel: 3549 8337

Date: 15 October 2009

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 English Panel Members (EPMs)

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 for Education

Principles and Guidelines for Deployment in the Enhanced 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 both 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;

- To organise and implement a variety of extra-curricular activities, e.g. debates, 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 Secondary 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.

School Name:		Telephone:	For Office Use
Medium of Instruction: Chinese <input type="checkbox"/> English <input type="checkbox"/>			
Name of NET: Mr / Ms			
Name of English Panel Chair: Mr / Ms			
Please tick (<input checked="" type="checkbox"/>) the ways in which the NET will be deployed to meet the objectives of the Scheme:			
Objective	Duties		
To enrich the English language learning environment in the school	<input type="checkbox"/> Organising/managing the English Corner <input type="checkbox"/> Developing the habit of reading English <input type="checkbox"/> Promoting student-centred learning activities <input type="checkbox"/> Developing/teaching skills-building programme <input type="checkbox"/> Organising/managing self-access learning centres <input type="checkbox"/> Providing extended opportunities for practising English, e.g., Speech Festival, campus TV/radio, language camps and school publications <input type="checkbox"/> Promoting learning English through language arts, i.e., debating, drama and poetry <input type="checkbox"/> Facilitating cultural experiences/exchanges, e.g., local/overseas excursions <input type="checkbox"/> Ensuring accurate language usage in materials published in English		
To enhance the teaching and learning of English with linguistically and culturally authentic materials and resources	<input type="checkbox"/> Providing authentic language support <input type="checkbox"/> Compiling and sharing new teaching resources to support the implementation of the school-based curriculum, including SBA <input type="checkbox"/> Providing linguistic support and cultural references <input type="checkbox"/> Participating in panel/form or co-planning meetings <input type="checkbox"/> Networking and conducting professional exchange with other schools <input type="checkbox"/> Collaborating with teachers in other curricular areas on broadening the context for learning English		
To build upon teaching expertise through school-based professional development and collaboration between NETs and EPMS	<input type="checkbox"/> Providing professional development workshops based on the specific needs of the English panel <input type="checkbox"/> Sharing and enhancing teaching strategies through co-teaching <input type="checkbox"/> Participating in mentoring activities <input type="checkbox"/> Providing language support for panel members <input type="checkbox"/> Facilitating opportunities for professional sharing and reflection		

Please tick (✓) the ways by which the performance and effectiveness of the NET will be assessed:

Evaluation	<input type="checkbox"/> Public exam results <input type="checkbox"/> Lesson observation <input type="checkbox"/> Book inspection <input type="checkbox"/> Evaluation meetings with NET <input type="checkbox"/> Self-evaluation <input type="checkbox"/> Student participation rate in activities <input type="checkbox"/> Speech Festival results <input type="checkbox"/> Views from English teachers/panel chair <input type="checkbox"/> Student feedback <input type="checkbox"/> Parental feedback
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Please specify the teaching assignment of the NET:

Form	Core Classes				Skills-focused Lessons/Cycle						Lessons Taught/ Cycle	Days/ Cycle
	No. of Full Classes*	Total lessons taught by NET only	Total Split Lessons	Total Co-taught Lessons	No. of Oral Lessons	No. of Phonics Lessons	No. of Language Arts Lessons	Other (Specify type/no. of lessons):	No. of Split Lessons	No. of Co-taught Lessons		
1												
2												
3												
4												
5												
6												
7												

* A 'full class' is an English class in which the NET delivers the core curriculum.

What changes are you making in the 2009-10 plan to deploy the NET more effectively? Please explain.

(Please attach sheet if more space is required.)

Thank you for completing the plan. Please submit it to the NET Section by _____