NET Deployment Guidelines

Native-speaking English Teacher (NET) Scheme for Primary Schools

NET Section
Curriculum Development Institute
Education Bureau
2012
Guidelines for NET Deployment in the Primary NET Scheme

A Deployment Principles

The deployment should ensure that the NET facilitates an enriched and effective English language learning and teaching environment in local primary schools through the implementation of curriculum reform, professional development of teachers, and adoption of innovative learning and teaching practices.

Effective deployment of the NET within this framework will lead to the successful realisation of the Primary NET Scheme objectives. Schools participating in the Scheme are accountable for deploying the NET effectively.

“(Where) . . . the deployment guidelines for the NET . . . were followed in schools, the PNET Scheme was effective in supporting the development of language proficiency for students.” (Report on the Evaluation of the Native-speaking English Teacher Scheme for Primary Schools in Hong Kong) (2007, p.189)
Primary NET Scheme Objectives

1. To provide an authentic environment for children to learn English
2. To develop children’s interest in learning English and establish the foundation for lifelong learning
3. To work with local teachers to develop the curricula, innovative learning and teaching methods, materials, and activities suited to the needs of local children
4. To disseminate good practices in language learning and teaching through region-based teacher development programmes such as experience-sharing seminars/workshops and networking activities
B Guidelines for Deployment of NET

Teaching Activities

- Teaching 15-17 contact hours with students per week, with a minimum of 14 hours of mainstream teaching to appropriately combine with co-curricular activities

<table>
<thead>
<tr>
<th>Mainstream Teaching</th>
<th>+ Co-curricular Activities</th>
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<tr>
<td>14 hours</td>
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- Conducting 3-4 thirty-five minute lessons, or the equivalent, per class (which includes at least 1 double lesson per week) to allow quality time for innovative learning and teaching

- Being deployed in Key Stage 1 (KS1) and/or Key Stage 2 (KS2) as deemed appropriate by individual schools, given the diverse backgrounds of both the schools and their NET*

- Working across 1-3 grade levels where appropriate

* Though a school-based decision, the deployment of the NET should be thoroughly discussed with the Advisory Teacher (AT), who advises and supports the school to ensure the NET is deployed in the most effective and professional manner.

The Primary Literacy Programme – Reading and Writing (PLP-R/W) (Key Stage 1) schools are encouraged to deploy the NET in KS1 to support the implementation of the Programme during the initial stages. If a school wishes to deploy the NET in KS2, alternative arrangements should be made, e.g. two local English teachers implementing the Programme after a full cycle of implementation from Primary 1 to 3.
Non-teaching Activities

- Co-planning with teachers for each grade level involved, once a week, to be specified in the teachers’ timetables
- Preparing and developing activities, materials and resources
- Planning and developing school-based curriculum
- Preparing and presenting school-based workshops
- Attending centralised/regional professional development activities
- Contributing to the school’s cultural and English language environment

NET are required to occasionally attend special functions outside school/work hours, e.g. events organised by the Parent-Teacher Association, graduation ceremonies, school open days.

Holidays

- Consideration should be given to NET regarding long holidays such as Christmas and Easter as they may have to travel to their home countries.
- A continuous block of at least four weeks’ holiday is strongly recommended for NET during the summer break.
Good Practices

Meaningful learning and teaching leading to successful implementation of the Scheme includes:

- a focus on mainstream curriculum teaching
- the development of a school-based curriculum
- the development of a learning environment which is conducive to English language learning
- collaboration through co-planning and team teaching involving the local English teachers (LETs) and the NET, regardless of whether the NET is deployed in KS1 and/or KS2, to enhance reflective teaching practices and reciprocal professional development between the NET and the LETs
- giving common co-planning time scheduled within the timetable to teachers working with the NET at the same grade level
- deploying the School English Teacher (SET) or Coordinator to teach at least one grade level with the NET
- not allocating the duties of the SET or Coordinator to the English Panel Chair (EPC)
- updating and informing parents constantly about the NET Scheme
C Roles and Responsibilities of the School Stakeholders

1. Principal

- Ensures that he/she is familiar with the objectives of the NET Scheme
- Ensures that the principles and practices as outlined in the NET Deployment Guidelines are followed
- Ensures the effective deployment of the NET through fully utilising their strengths and experience and matching them with the needs of the schools
- Ensures that adequate time is given to the SET or Coordinator to fulfill their NET Scheme duties
- Ensures that there is an effective professional partnership between the NET and the LETs
- Provides quality time, both within and outside the mainstream timetable, for the professional partnership to develop
- Supports effective school-based evaluation of the NET Scheme
- Encourages networking amongst schools where appropriate
- Adopts an open and positive attitude towards change and innovative practices in English language learning and teaching in the school
- Ensures that they are aware of the NET’s language and cultural needs during staff meetings and social functions
- Establishes communication links with the NET wherever possible
- Takes an active role in informing parents about the NET Scheme
- Attends relevant Centralised Professional Development (CPD) workshops/seminars organised by the NET Section to keep abreast of any policy and curriculum developments
2. **English Panel Chair (EPC)**

- Cultivates in the English Panel a culture of co-planning and co-teaching in English language learning and teaching
- Ensures the involvement of the whole English Panel in the NET Scheme
- Assists the NET to adapt positively to the Hong Kong working environment and the school life
- Adopts a positive and open attitude towards innovative learning and teaching strategies
- Supports collaboration in the English Panel through providing quality time for the sharing of good practices at English panel meetings
- Attends relevant professional development activities organised and conducted by the NET Section and disseminates the information to the English Panel

3. **Primary School Master/Mistress for Curriculum Development (PSMCD)**

- Ensures that he/she is familiar with the NET Scheme
- Supports and promotes the NET Scheme
- Takes part in school-based English language curriculum development
- Attends co-planning meetings whenever possible
- Attends relevant Centralised Professional Development (CPD) seminars/workshops organised by the NET Section to catch up with the latest trend in curriculum development and disseminates ideas in school meetings
4. Native-speaking English Teacher (NET)

- Undertakes teaching duties, develops curriculum materials and implements good teaching practices
- Provides support for the English Panel
- Establishes partnership with the LETs
- Engages in co-planning and co-teaching with the LETs
- Contributes to school-based English language curriculum development and school-based professional development activities
- Develops a rich bank of resources which includes teaching plans and teaching materials
- Organises and conducts co-curricular activities related to English language learning and teaching
- Attends relevant professional development activities organised and conducted by the NET Section and disseminates the information to the English Panel
- Ensures that he/she is sensitive to the local culture, the school culture and the needs of the students in the entire learning and teaching process
- Maintains regular contact with the assigned Advisory Teacher (AT) from the NET Section
5. **School English Teacher (SET) or Coordinator**

- Liaises with the assigned Advisory Teacher from the NET Section
- Coordinates the implementation of the NET Scheme in the school
- Serves as a bridge between the NET and the school management as well as other school teachers by keeping the NET informed of any alterations/disruptions to normal school programme and advising the NET on all relevant administrative notices/matters
- Co-plans and co-teaches with the NET and LETs
- Works collaboratively with the NET to develop and disseminate innovative/effective teaching strategies and curriculum resources amongst teachers
- Works collaboratively with the NET on school-based English language curriculum development and the professional development of fellow English teachers
- Attends relevant professional development activities organised and conducted by the NET Section and disseminates the information to the English panel
- Takes an active role in decision making on issues related to the NET Scheme

* Coordinators are SETs in NET Section project schools, e.g. PLP-R/W, KIP.*
Criteria for Appointment and Deployment of SET or Coordinator

The person selected as SET or Coordinator should
- be interested in and committed to the NET Scheme
- be open to and supportive of change and curriculum innovation
- have good interpersonal skills

6. LETs (Local English Teachers)

- Participate in co-planning meetings
- Co-teach with the NET
- Attend relevant professional development activities organised and conducted by the NET Section and disseminate the information to the English Panel
- Support the implementation of innovative and effective learning and teaching strategies

Note: Local English Teachers not involved in co-planning/co-teaching with the NET will actively support and facilitate the implementation of the NET Scheme.
D. NET Section Support

The NET Section provides support for the Primary NET Scheme through the Advisory Teaching Team (ATT), comprising a mix of NETs and local English teachers (LETs) who serve as Advisory Teachers (ATs). The ATT designs and operates professional development programmes for the NETs and local English teachers. The ATs conduct school development visits to individual schools, facilitate the effective deployment of the NET, provide support for the development of innovative/effective teaching strategies and related curriculum resources, and disseminate good teaching practices in language learning and teaching. The ATT also provides peripatetic support for schools with less than six classes.

For more information, please refer to the Education Bureau homepage at www.edb.gov.hk
Acknowledgements

The NET Section would like to express its gratitude and appreciation to all Principals, English Panel Chairs and NET who participated in the consultation process. Their views and opinions have been very helpful in the compilation of these Guidelines.

Appendix: Abbreviation Guide

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<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>AT</td>
<td>Advisory Teacher</td>
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<tr>
<td>ATT</td>
<td>Advisory Teaching Team</td>
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<td>CPD</td>
<td>Centralised Professional Development</td>
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<td>EPC</td>
<td>English Panel Chair</td>
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<td>KIP</td>
<td>Key Stage 2 Integration Programme</td>
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<td>KS1/2</td>
<td>Key Stage 1/2</td>
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<tr>
<td>LET</td>
<td>Local English Teachers</td>
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<tr>
<td>NET</td>
<td>Native-speaking English Teacher</td>
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<tr>
<td>PSMCD</td>
<td>Primary School Master/Mistress for Curriculum Development</td>
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<tr>
<td>PLP-R/W</td>
<td>The Primary Literacy Programme – Reading and Writing</td>
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<td>SET</td>
<td>School English Teacher</td>
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Working Together
攜手合作

Advisory Teachers
諮詢教師

Teachers
教師

Principals
校長
丁 外籍英語教師組所提供的支援

為推行小學外籍英語教師計劃，外籍英語教師組成立了教學諮詢小組。小組由外籍英語教師及本地英文科教師組成，主要負責設計及舉辦教師專業發展項目，並為學校提供到校探訪及支援。教學諮詢小組協助學校適切地安排外籍英語教師的教學及相關工作，支援學校發展創新而有效的教學策略及相關教學資源，以及分享優良教學策略。另外，小組亦為開設少於六班的小學提供巡迴教學支援服務。

如欲參考更多相關資料，可登入教育局的網頁。網址：http://www.edb.gov.hk

鳴謝

外籍英語教師組謹此向所有在諮詢過程中曾給予寶貴意見，及參與訂定這份指引的校長、英文科科主任和外籍英語教師致謝。
6. 與外籍英語教師協作的英文科教師

- 參與共同備課會議
- 與外籍英語教師進行協作教學
- 出席由外籍英語教師組舉辦的教師培訓活動，然後在英文科會議中分享經驗
- 支持推行創新和有效的教學策略

注意：其他本地英文科教師應積極支持及配合本計劃的推行

諮詢教師
夥伴英語教師或「識字計劃」之統籌教師須具備下列條件

i. 積極投入和支持小學外籍英語教師計劃的推行

ii. 抱開放的態度，支持改革及創新課程

iii. 擁有良好的人際關係技巧
5. 夥伴英語教師或「識字計劃」之統籌老師*

- 與外籍英語教師組的諮詢教師保持聯絡
- 統籌本計劃在校內的推行
- 作為外籍英語教師、英文科老師和學校管理層的橋樑
  (例如：知會外籍英語教師有關常規課堂安排的改動及相關行政
  措施及事項)
- 與外籍英語教師進行共同備課及協作教學
- 與外籍英語教師協作，向英文科老師介紹創新及有效的教學法
  及課程資源
- 與外籍英語教師發展和推行優質教學策略及活動
- 出席外籍英語教師組舉辦的教師培訓活動，然後在英文科會議
  中分享經驗
- 積極參與及執行有關「識字計劃」的相關事項

*統籌老師是指在校內統籌「識字計劃」之夥伴老師；
  例如：小學識字計劃－閱讀 / 寫作(第一階段)、小學識字計劃－第二階段之
  整合課程
4. 外籍英語教師

- 擔任教學工作，發展英語課程資源及推行優質教學活動
- 支持和配合學校英文科組的工作
- 與本地英文科老師建立良好的夥伴關係
- 與本地英文科教師進行共同備課和協作教學
- 協助校本英語課程設計、發展，及英文科教師的專業發展
- 設立豐富的資源庫，包括教學計劃及資源
- 籌劃及帶領與英語課程相關的課外活動
- 出席外籍英語教師組舉辦的教師培訓活動，然後在英文科會議中分享經驗
- 對本地學校文化及學生需要有敏銳的觸角
- 與外籍英語教師組的諮詢教師保持良好的聯絡
2. 英文科主任

- 建立一個共同備課和協作教學的文化
- 確保所有英文科老師參與此計劃的推行
- 協助外籍英語教師適應在香港工作和學校的環境
- 對創新的教學策略，採取正面及開放的態度
- 鼓勵英文科教師的協作，讓教師有充裕的時間在英文科會議上分享優良教學成果
- 出席外籍英語教師組舉辦的教師培訓活動，然後在英文科會議中分享經驗

3. 課程發展主任

- 熟識本計劃的目標
- 支持及鼓勵本計劃的推行
- 參與校本英語課程的發展
- 儘量出席英文科共同備課會議
- 出席外藉英語教師組舉辦的教師培訓研討會和工作坊，以掌握課程發展的最新趨勢，並在學校會議中作出分享
丙 學校各持分者的角色和責任

1. 校長

- 確保瞭解本計劃的目標
- 確保學校遵行本計劃所列明的工作調配指引及原則
- 確保外籍英語教師在配合學校發展需要的前題下，充份發揮其所長
- 確保夥伴英語教師及「識字計劃」之統籌老師有充裕時間履行他們對小學外籍英語教師計劃的責任
- 確保外籍英語教師與英文科教師能保持有效及專業的夥伴關係
- 提供充裕時間，讓外籍英語教師與英文科教師在主流教學時間內外建立良好的夥伴關係
- 建立一個有效的外籍英語教師計劃校本評估機制
- 鼓勵與其他學校建立關係網絡
- 採取開放和正面的態度，讓英語課引入改革元素及創新理念
- 關注外籍英語教師在校務會議和校內活動中，因語言及文化差異可能遇到的問題
- 與外籍英語教師建立良好的溝通機制
- 主動讓家長知道此計劃的最新情況
- 出席外籍英語教師組舉辦的工作坊或研討會，以瞭解及掌握最新課程改革趨勢及有關政策
優良做法

以下的教學安排可確保本計劃得以順利推行

- 著重教授主流課程
- 朝著發展校本課程的方向而努力
- 營造一個有利英語學習的環境
- 透過在第一或第二學習階段的共同備課和協作教學，激發外籍英語教師和本地英文科教師對教學工作的反思
- 讓外籍英語教師與同級授課的英文科教師在編定的時間中，進行備課會議
- 外籍英語教師與夥伴英語教師或「識字計劃」之統籌教師，共同協作教授最少一個級別
- 英文科主任不需兼任為夥伴英語教師或「識字計劃」之統籌教師
- 由校方定期通知家長有關本計劃的最新發展情況
非教學活動

- 每週須與教授同一級別的英文科教師共同備課(共同備課之時間應列明在教師工作時間表內)
- 準備教學材料和資源，發展相關教學活動
- 計劃及發展校本課程
- 舉行教師專業發展活動
- 出席外籍英語教師組舉行的中央或地區性教師專業發展活動
- 為學校的英語文化和環境作出貢獻

外籍英語教師有可能需要參與在工作時間以外舉行的特別活動，例如由家長教師會舉辦的活動、學校畢業典禮及開放日等。

假期

- 在安排長假期時，例如聖誕節和復活節，學校應儘量兼顧外籍英語教師回祖家與家人團聚的需要
- 應給予外籍英語教師至少連續4星期的暑假
乙 工作調配指引

教學活動

- 每週15-17小時授課，其中包括最少14小時的主流教學，安排須配合與課程相關的活動

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<tr>
<th>主流教學</th>
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<td>14小時</td>
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<td>無</td>
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- 安排每班3至4節35分鐘或等同時間的課節予外籍英語教師(包括每週至少一次連堂)以提供充足時間進行創新的教學活動

- 因應學校的發展與需要及外籍英語教師的專長，任教第一及 / 或第二學習階段的級別 *

- 儘可能任教不超過三個級別

* 外籍英語教師組的諮詢教師，可向學校就外籍英語教師的工作調配，提供專業意見及支援。

學校應與諮詢教師充份商議，以達致一個妥善的安排。

已參加小學識字計劃－閱讀 / 寫作 (第一階段) 的學校，應儘量安排外籍英語教師協助該計劃在最初階段的發展。假如外籍英語教師被編排任教第二學習階段，學校應另作安排，例如讓兩位本地英文科教師在整個計劃推行三年後，負責繼續推行該計劃的工作。
小學外籍英語教師計劃的目標

1. 為學生學習英語提供真實英語環境
2. 培養學生學習英語的興趣和建立終生學習的基礎
3. 協助英文科教師發展創新的教學法、教學材料、課程及活動，以迎合本地學生的需要
4. 透過區域性的教師培訓活動，如經驗分享會、工作坊和網絡活動，分享優良的英語教學法
小學外籍英語教師計劃
小學外籍英語教師工作調配指引

甲 工作調配原則

在調配外籍英語教師工作時，學校應確保外籍英語教師能協助推
行英文科課程改革、帶動教師的專業發展及採用創新的教學法，
令本地的小學英語學習和教學環境變得豐富和有效。

學校若根據以上原則來安排外籍英語教師的工作，將成功實現這
計劃所訂下的目標。參與本計劃的學校須負責妥善安排外籍英語
教師的工作。

「曾依照小學外籍英語教師計劃
工作調配指引的學校，都能有效
地幫助學生發展英語能力。」

(香港小學外籍英語教師計劃評
189頁)
外籍英語教師
工作調配指引
小學外籍英語教師計劃

教育局
課程發展處
外籍英語教師組
二零一二