

## Worked Example for Completing the Staff Establishment and Strength Table at the Annex

### Aided Primary Schools

Example of an aided primary school with 30 WD classes (5+5+5+5+5+5) and 2 Intensive Remedial Teaching Programme (IRTP) classes.

ABC School  
Staff Establishment and Strength Table  
(2017/18 School Year)

	Head (Rank)	Deputy Head (SPSM)	PSM @	APSM @	PSM(CD)/ APSM(CD)	AM	CM	Grand Total	NET (Rank)	SGT (*School-based/ sponsor-based) (Rank)	Others (Please specify)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	Sum of [a] to [g]			
(i) Teaching Staff Establishment	1 (HMI)	2	5	27	1 (PSM)	4	13	53	1 (APSM)	1 (PSM)	3 [Additional teaching post(s) for schools maintaining 30 students per class] (APSM)
(ii) Strength as at 1/9/2017 (before this appointment)	1 (HMI)	2	5	19	1 (PSM)	4	19	51	1 (APSM)	1 (PSM)	2
(iii) No. of posts frozen (frozen period)				1 (1.9.2017- 31.8.2018)				1			
Vacancies before this appointment [(i)-(ii)-(iii)] #				7			-6	1			1
Total no. of teacher(s) appointed at this time[in this batch] #				1							1
Vacancies after this appointment #				6			-6	0			0

\* delete as appropriate

#### Details of the staff establishment and strength of ABC School:

- (1) In the 2017/18 school year, the ratio of graduate teacher posts in aided primary school is 65% and 65% of senior graduate teacher posts has been adopted by this school.
- (2) This school has the additional senior teacher post of English in the rank of AM offset by an existing post in the rank of CM.
- (3) This school has no Resource Teacher for Integrated Education and provision concerning Special Educational Needs Coordinator (SENCO).
- (4) This school has 1 sponsor-based Student Guidance Teacher at PSM rank.
- (5) This school has frozen 1 APSM post from 1.9.2017 to 31.8.2018 for encashment under Teacher Relief Grant.

Remarks: @ PSM(CD)/APSM(CD) and NET (APSM) are not included in the concerned numbers of teaching staff (if applicable).

# Although there are 7 APSM vacancies, 6 of them are offset by 6 CM teachers. In this connection, the school has vacancies of 1 APSM post and 1 additional APSM post for schools maintaining 30 students per class before this appointment. After this appointment, the school has no more vacancies for appointment of new teachers, but 6 serving CMs can be regraded to APSMs.

(revised in September 2017)