

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

Aided Primary Schools (Example of an aided primary school with 24 (4+4+4+4+4+4) WD classes.)

ABC School Staff Establishment and Strength Table (2019/20 School Year)

Annex

	Head (Rank)	Deputy Head (SPSM)	PSM ⁽²⁾	APSM ⁽²⁾	AM	CM	PSM(CD)/ APSM(CD)	NET (Rank)	SENCO (Rank)	SENST (Number and Rank)	SGT (*School-based/ Sponsor-based) (Rank)	APSM (additional posts for schools maintaining 30 students per class) ⁽³⁾	Grand Total Sum of [a] to [l]	Others (please specify the number and rank of teachers)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	[l]		
(i) Teaching Staff Establishment ⁽¹⁾	1 (HMI)	2	7	31			1 (PSM)	1	1 (PSM)	2	1	2	49	
(ii) Strength as at 1/9/2019 (before this appointment) ⁽⁴⁾	1 (HMI)	2	6	25	1	3	1 (PSM)	1	1 (PSM)	1	1	1	44	
(iii) No. of posts frozen (the frozen period) ⁽⁵⁾				1 (1.9.2019 -31.8.2020)									1	
(iv) Vacancies before this appointment [(i)-(ii)-(iii)]				2						1		1	4	
(v) Total no. of teacher(s) appointed at this time [in this batch] ⁽⁶⁾				1		1				1		1	4	
(vi) Vacancies after this appointment [(iv)-(v)]				0						0		0	0	

* delete as appropriate

Details of the staff establishment and strength of ABC School:

- (1) In the 2019/20 school year, the ratio of graduate teacher posts in aided primary schools is 100%. The school should fill in the number of teaching staff establishment according to Part (C) of the Approval Letter of Class Organisation and Staff Establishment.
- (2) This school has an additional senior teacher post of English in the rank of PSM as offset by an existing post in the rank of APSM.
- (3) This school has two additional posts for schools maintaining 30 students per class.
- (4) For serving non-graduate teachers (1 AM and 3 CMs) stay in their present posts and hence equivalent number of graduate teacher posts in the corresponding rank is offset (1 PSM and 3 APSMs).
- (5) This school has frozen one APSM post from 1.9.2019 to 31.8.2020 for encashment under Teacher Relief Grant.
- (6) This school appoints a serving regular teacher, whose break of service does not exceed one year (except for redundant teachers) and without a local bachelor's degree, in CM post. The school is required to offset an equivalent number of graduate teacher post (1 APSM).