

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

### Aided Special Schools

Example of a school for children with mild intellectual disability with 6 primary, 3 junior secondary classes and 3 senior secondary classes with 10 Resource Teachers for autistic children in its primary section

ABC Special School  
**Staff Establishment and Strength Table**  
**(2020/21 School Year)**

Annex

#### Secondary Section

	Head (Rank)	Deputy Head (PGM)	SGM	GM	PAM	SAM	AM	CM	NET	Grand Total	Others (Please specify the number and rank of teachers)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	Sum of [a] to [i]	
(i) Teaching Staff Establishment	PII	1	5	6.4					0	Note1 13.4	
(ii) Strength as at <u>1/9/2020</u> (before this appointment)	PII	1	4	2			Note2 1	Note2 1	0	10	
(iii) No. of posts frozen/encashed (the frozen/encashed period)		( )	Note3 1 (1/9/2020-31/8/2021)	Note4 0.4 (1/9/2020-31/8/2021)						1.4	
(iv) Vacancies before this appointment [(i)-(ii)-(iii)]				2						Note5 2	
(v) Total no. of teacher(s) appointed at this time [in this batch]				1				Note6 1		2	
(vi) Vacancies after this appointment [(iv)-(v)]				0						0	

#### Primary Section

	Head (Rank) (if appropriate)	Deputy Head (SPSM)	PSM	APSM	AM	CM	PSM(CD)/ APSM(CD)	NET	Grand Total	Others (Please specify the number and rank of teachers)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	Sum of [a] to [h]	
(i) Teaching Staff Establishment	NA	1	4	15.8			1 (PSM)	0	Note1 21.8	
(ii) Strength as at <u>1/9/2020</u> (before this appointment)	NA	1	3	10	Note2 1	Note2 3	1 (PSM)	0	19	
(iii) No. of posts frozen/encashed (the frozen/encashed period)		( )	( )	Note3 0.8 (1/9/2020-31/8/2021)					0.8	
(iv) Vacancies before this appointment [(i)-(ii)-(iii)]				2					2	
(v) Total no. of teacher(s) appointed at this time [in this batch]				1		Note4 1			2	
(vi) Vacancies after this appointment [(iv)-(v)]				0					0	

#### Notes for Secondary Section:

Note 1: In the 2020/21 school year, the ratio of graduate teacher posts in aided special schools is 100%. The school should fill in the number of teaching staff establishment according to the Approval Letter of Class Organisation and Staff Establishment. In the above case, the secondary section is approved to have 13.4 teaching staff in the 2020/21 school year (including principal and 0.4 fractional GM post).

- Note 2: This school accommodates 2 serving non-graduate teachers (1 AM and 1 CM) by offsetting the equivalent number of graduate posts in the corresponding rank from 1.9.2020. In the above case, 2 GM posts are used to offset the non-graduate posts.
- Note 3: The school has frozen an SGM post from 1.9.2020 to 31.8.2021 for encashment under Teacher Relief Grant.
- Note 4: The school opts to encash the 0.4 fractional GM post to claim the Fractional Post Cash Grant.
- Note 5: Under the above arrangement, the school has 2 vacant GM posts [i.e., (iv)] for appointing new teachers.
- Note 6: The school appoints a serving regular teacher whose break of service does not exceed one year as a CM in the non-graduate grade. The school is required to offset an equivalent number of graduate posts in the corresponding rank. In the above case, 1 GM post is used to offset the non-graduate post.

**Notes for Primary Section:**

- Note 1: In the 2020/21 school year, the ratio of graduate teacher posts in aided special schools is 100%. The school should fill in the number of teaching staff establishment according to the Approval Letter of Class Organisation and Staff Establishment. In the above case, the primary section is approved to have 21.8 teaching staff in the 2020/21 school year (including 0.8 fractional APSM post).
- Note 2: Four serving non-graduate teachers (1AM and 3CMs) stay in their present posts, and hence an equivalent number of graduate teacher posts in the corresponding rank is offset (1 PSM and 3 APSMs).
- Note 3: The school opts to encash the 0.8 fractional APSM post to claim the Fractional Post Cash Grant.
- Note 4: The 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).

(Revised in June 2020)