

**Worked Example for Completing the Staff Establishment and Strength Table at the Annex
of the Appointment Form of Teaching Staff in Aided Secondary Schools**

**XYZ Secondary School
Staff Establishment and Strength Table
2017/18 School Year**

Class structure of XYZ Secondary School: 4-4-4-4-4-4 (24 classes)

0.5 Fractional GM Post is encashed for claiming Fractional Post Cash Grant

	PI/PII	PGM	SGM	GM	Grad Total [e]	PAM	SAM	AM	CM	Non-Grad Total [j]	Grand Total	Others
	[a]	[b]	[c]	[d]	Sum of [b] to [d]	[f]	[g]	[h]	[i]	Sum of [f] to [i]	[a]+[e]+[j]	(Please specify the number and rank of teachers)
Teaching Staff Establishment [t]	PI	2	15	31.5	48.5	1	0	2	4	7	56.5	0
Strength (before this appointment) (as at 1/9/2017) [u]	PI	2	14	26	42	1	0	2	5	8	51	0
No. of posts frozen/encashed (the frozen/encashed period) [v]			1* (1/9/2008)	0.5 (1/9/2017-31/8/2018)	1.5	-1*				-1	0.5	
Vacancies before this appointment [w]=[t]-[u]-[v]				5	5	1			-1	0	5	
Teacher(s) appointed at this time [in this batch]				5	5						5	
Vacancies after this appointment				0	0						0	

Note : For schools that are under the Voluntary Optimisation of Class Structure Scheme and have teaching post quota provided, the approved "Teaching Staff Establishment" are shown in Section (E) "Enhanced Teaching Staff Establishment" of the Approval Letter on Class Organization and Staff Establishment for this school year issued by the Education Bureau.

While 1 SGM post (1*) has been held against by the serving PAM, 1 non-graduate post is correspondingly released to accommodate the surplus non-graduate teacher.

Details of the teaching staff establishment and strength of XYZ Secondary School :

- (i) Starting from the 2016/17 school year, the school has converted both the Senior Secondary Curriculum Support Grant and Career and Life Planning Grant into regular teaching posts (2.2 GM). Owing to the increase in teacher-to-class ratios by 0.1 teacher per class and the provision of the post of Special Educational Needs Coordinator starting from the 2017/18 school year, 3.4 regular GM posts are created in this school. As a result, the school is approved to have a total of 56.5 teaching posts (including principal and 0.5 fractional GM post).
- (ii) Comparing the teaching staff establishment against the strength (i.e. [t]-[u]), the school will have 6.5 vacant posts (i.e. 1 SGM and 5.5 GM) in the graduate grade but 1 surplus CM in the non-graduate grade.
- (iii) The school opts to encash the 0.5 fractional GM post to claim the Fractional Post Cash Grant.
- (iv) *Since the serving PAM continues to be accommodated in his/her existing rank of PAM, an SGM post is held against accordingly. Under this accommodation arrangement for the serving PAM, 1 non-graduate post is correspondingly released to accommodate the surplus non-graduate teacher at CM rank.
- (v) Under the above arrangement, this school has overall 5 vacant GM posts for appointing new teachers.

(revised in September 2017)