

**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
2019/20 School Year**

Annex

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

	PI/ PII	PGM	^{Note 1} SGM	^{Note 1} GM	PAM	SAM	AM	CM	NET (Rank)	SENCO (Rank)	SENST (Number and Rank)	Grand Total	Others (Please specify the number and rank of teachers)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	Sum of [a] to [k] <small>Note 2</small>	
(i) Teaching Staff Establishment	PI	2	18	30.3					1	1 (SGM)	1	54.3	
(ii) Strength as at <u>1/9/2019</u> (before this appointment)	PI	2	17	25		^{Note 3} 1		^{Note 3} 2	1	1 (SGM)	1	51	
(iii) No. of posts frozen/encashed (the frozen/encashed period)			^{Note 4} 1 () (1/9/2017)	^{Note 5} 0.3 (1/9/2019- 31/8/2020)								1.3	
(iv) Vacancies before this appointment [(i) – (ii) – (iii)]				2								^{Note 6} 2	
(v) Total no. of teacher(s) appointed at this time [in this batch]				1				^{Note 7} 1				2	
(vi) Vacancies after this appointment [(iv) – (v)]				0								0	

Note 1: NET, SENCO & SENST are not included in the number of SGM and GM.

Note 2: According to Part C of the Class Organisation and Staff Establishment issued to school, the school is approved to have 55.3 teaching staff in the 2019/20 school year (including principal and 0.3 fractional GM post).

Note 3: This school accommodates 3 serving non-graduate teachers (1 SAM and 2 CM) by offsetting the equivalent number of graduate posts in the corresponding rank from 1.9.2019. In the above case, 3 GM posts are used to offset the non-graduate posts.

Note 4: The school opted to freeze a SGM post permanently.

Note 5: The school opts to encash the 0.3 fractional GM post to claim the Fractional Post Cash Grant.

Note 6: Under the above arrangement, the school has 2 vacant GM posts [i.e., (iv)] for appointing new teachers.

Note 7: The school appoints a serving 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 posts is used to offset the non-graduate post.