

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 4 Resource Teachers for autistic children in its primary section

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

Annex

Secondary Section

	Head (Rank)	PGM (DH)	SGM	GM	Grad Total [e]	PAM	SAM	AM	CM	Non-Grad Total [j]	Grand Total	Others (please specify the number and rank of teachers)
	[a]	[b]	[c]	[d]	Sum of [b] to [d]	[f]	[g]	[h]	[i]	Sum of [f] to [i]	[a]+[e]+[j]	
Teaching Staff Establishment [t]	PGM	0	3	6.4	9.4	0	0	1	1	2	12.4	0
Strength (before this appointment) (as at 1/9/2017) [u]	PGM	0	3	3	6	0	0	2	1	3	10	0
No. of posts frozen/encashed (the frozen/encashed period) [v]				1.4 (1/9/2017 – 31/8/2018)	1.4						1.4	
Vacancies before this appointment [w] = [t]- [u]- [v]				2	2			-1		-1	1	
Teacher(s) appointed at this time [in this batch]				1	1					0	1	
Vacancies after this appointment				1	1			-1		-1	0	

1. Fractional GM post is included in the GM establishment
2. The school has opted to retain the SSCSG and the CLPG in the 2017/18 school year.

1. The school has opted to encash 0.4 Fractional GM Post for Fractional Post Cash Grant.
2. 1 GM post is frozen temporarily for encashment under Teacher Relief Grant

1 GM post has been held against by 1 surplus AM post

Primary Section

	Head (Rank) (if appropriate)	Deputy Head (SPSM)	PSM	APSM	PSM(CD)/ APSM(CD)	AM	CM	Grand Total	NET (Rank)	Others (Please specify the number and rank of teachers)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	Sum of [a] to [g]		
Teaching Staff Establishment [t]	NA	1	1	7.8	1 APSM(CD)	1	4	15.8	NA	0
Strength (before this appointment) (as at 1/9/2017) [u]	NA	1	1	6	1 APSM(CD)	1	3	13	NA	0
No. of posts frozen/encashed (the frozen/encashed period) [v]				0.8 (1/9/2017 – 31/8/2018)			1 (1/9/2017 – 31/8/2018)	1.8		
Vacancies before this appointment [w] = [t]- [u]- [v]				1				1		
Teacher(s) appointed at this time [in this batch]				1				1		
Vacancies after this appointment				0				0		

Fractional APSM post is included in the APSM establishment

1. The school has opted to encash 0.8 Fractional APSM Post for Fractional Post Cash Grant.
2. 1 CM post is frozen temporarily for encashment under Teacher Relief Grant.

Details of the staff establishment and strength in the secondary section of ABC Special School:

- (i) In the 2017/18 school year, the ratio of graduate teacher posts of this school is 85%.
- (ii) This school has 2 GM posts unfilled and 1 vacant GM post frozen temporarily for encashment under Teacher Relief Grant. One of the 2 GM unfilled posts has been held against by 1 surplus AM post.
- (iii) If there is shrinkage in the establishment of non-graduate teachers in the promotion ranks due to the enhancement of graduate teacher ratio and the non-graduate teachers in the promotion ranks do not apply for regrading, the teachers concerned can continue to be accommodated in their existing ranks.
- (iv) The school has opted to retain the Senior Secondary Curriculum Support Grant (SSCSG) as well as the Career and Life Planning Grant (CLPG) in the 2017/18 school year. Hence the related additional graduate teaching posts are not provided in the establishment.
- (v) Before appointment, this school has 1 GM vacancy in the staff establishment.
- (vi) After appointment, the school has no more vacancy.

Details of the staff establishment and strength in the primary section of ABC Special School:

- (i) In the 2017/18 school year, the ratio of graduate teacher posts in aided primary school is 65%. This school has adopted a grade structure with 65% of senior graduate teacher posts.
- (ii) This school has frozen 1 vacant CM post temporarily for encashment under Teacher Relief Grant.
- (iii) This school has 1.8 APSM posts unfilled. The school has opted to encash 0.8 Fractional APSM Post for Fractional Post Cash Grant.
- (iv) Before appointment, this school has 1 APSM vacancy in the staff establishment.
- (v) After appointment, the school has no more vacancy.

(revised in September 2017)