

Aided Secondary Schools
Roles and Functions of Different Ranks in the Graduate Grade

With the full implementation of the all-graduate teaching force policy, teachers' professional roles and functions will also be enhanced accordingly to further improve the quality of education. Apart from class teaching and existing duties, all graduate teachers are required to support school development and cater for students' needs by shouldering more diversified professional duties and stretching further their professional capabilities. Basic duties of Principal Graduate Master/Mistress (Deputy Head), Senior Graduate Master/Mistress and Graduate Master/Mistress are as follows:

Rank	Types of Work
Principal Graduate Master/Mistress (Deputy Head)	<ol style="list-style-type: none">i) Assume the duties of deputy head in a secondary school with 15 or more¹ approved classes;ii) Assist the school head in steering and planning school development work in various aspects; andiii) Undertake class teaching up to Secondary Six level.
Senior Graduate Master/Mistress	<ol style="list-style-type: none">i) Assist the school head and deputy head in guiding the work in various functional areas in order to take forward education initiatives in the secondary school;ii) Take the lead in diversified professional duties;iii) Undertake class teaching up to Secondary Six level; andiv) Perform other related duties as assigned by the school.
Graduate Master/Mistress	<ol style="list-style-type: none">i) Coordinate and discharge diversified professional duties;ii) Undertake class teaching; andiii) Perform other related duties as assigned by the school.

Diversified professional duties may include, but are not limited to, the following:

- Curriculum development and management
- Learning and teaching and student assessment
- Student guidance and discipline
- Support for students (including integrated education)
- Life-wide learning and extra-curricular activities for students
- Life planning education
- Teacher professional development and educational research
- External liaison and resource management

¹ For special schools with a secondary section, the number of approved classes refers to the number of equivalent ordinary secondary classes converted according to the requirements set out in the Code of Aid for Special Schools.