

Aided Primary 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 Senior Primary School Master/Mistress (Deputy Head), Primary School Master/Mistress and Assistant Primary School Master/Mistress are as follows:

Rank	Types of Work
Senior Primary School Master/Mistress (Deputy Head)	<ul style="list-style-type: none">i) Assume the duties of deputy head in a primary school with 12 or more¹ approved classes;ii) Assist the school head in steering and planning school development work in various aspects; andiii) Undertake class teaching.
Primary School Master/Mistress	<ul 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 primary school;ii) Take the lead in diversified professional duties;iii) Undertake class teaching; andiv) Perform other related duties as assigned by the school.
Assistant Primary School Master/Mistress	<ul 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)
- Small class teaching
- Extra-curricular activities for students
- Teacher professional development and educational research
- External liaison and resource management

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