

29 May 2013

Education Bureau Circular No. 8/2013

Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools

Letter of Appointment

[Note: This circular should be read by –

- (a) Supervisors/Heads of all aided secondary schools, caput schools and special schools with a secondary section – for necessary action; and
- (b) Supervisors / Heads of all private secondary schools/DSS schools, ESF schools, Heads of Sections/Government secondary schools – for information]

SUMMARY

This circular aims to inform schools of the arrangements in preparing Contracts for NETs appointed under the Enhanced NET Scheme in Secondary Schools. Schools are responsible for holding an early discussion on Contract renewal matters with their NETs and are requested to bring this circular to their NETs' attention. This circular supersedes the Education Bureau (EDB) Circular Memorandum No. 60/2012 dated 15 May 2012.

DETAILS

2. Supervisors are requested to make reference to the latest version of the specimen letter of appointment for NETs, its accompanying sample Memorandum on the Terms and Conditions of Service and sample letter of acceptance available on the EDB webpage on the NET Scheme (www.edb.gov.hk → Curriculum Development → Resources and Support → NET Scheme) when preparing letters offering appointment to NETs. For terminating the service of a NET, schools should follow the relevant procedures for termination of employment of a teacher as stipulated in the respective Code of Aid.

3. NETs are part of the teaching staff establishment and in accordance with the Education Ordinance (Cap. 279), they shall not continue to be employed in an aided school if they would be aged 60 years or more before the commencement of the forthcoming school year unless the school has obtained the prior approval of the Permanent Secretary for Education (Permanent Secretary). Schools signing/renewing a Contract with NETs who will be aged 59 on or before 31 August in the current school year are advised to inform their respective NETs that their continuation of service in the second year of the Contract beyond the age of 60 will be subject to

the approval of the Permanent Secretary. For details, please refer to the relevant EDB Circular Memorandum on “Extension of Service of Teachers and Principals in Aided Schools” and circular letter on “Extension of Service of NETs Beyond the Retirement Age in Aided Secondary/Primary Schools” issued annually to schools.

4. For the Contract commencement and termination dates of the NETs, supervisors should follow the guidelines in Attachment A, “Contract Period of Teachers Employed under the Enhanced NET Scheme in Secondary Schools”.

5. A list of duties of teachers appointed under the Enhanced NET Scheme in Secondary Schools is in Attachment B, “Duties of Teachers Appointed under the Enhanced NET Scheme in Secondary Schools” for schools’ reference which shall not form part of the Contract. Please also make reference to the Deployment Guidelines issued by the NET Section which are available on the EDB webpage at www.edb.gov.hk → Curriculum Development → Resources and Support → NET Scheme.

6. Schools are advised to read this circular in conjunction with the [EDB Circular No. 5/2005](#) dated 16 June 2005 on “Appointment of Staff in Schools”.

7. Schools should observe the principle of equal opportunities and avoid any form of discrimination in all recruitment and appointment matters. They should take note that it is unlawful to discriminate a person for employment on grounds of sex, marital status or race, etc. In this connection, schools are advised to comply with the requirements stipulated in the [EDB Circular No. 33/2003](#) dated 8 December 2003 on “The Principle of Equal Opportunities”.

8. Schools signing a new Contract with their NETs are requested to complete and return the attached Attachment C, “Reply Proforma of Teachers Employed under the Enhanced NET Scheme in Secondary Schools” to the **NET Administration Team** of the EDB by fax (fax no. 2123 1239) before the commencement of a new school year for record updating. For Contracts with commencement date after the start of a new school year, schools should send in the completed Attachment C to the EDB when the NET has reported for duty.

ENQUIRY

9. Enquiries should be directed to the respective Senior School Development Officer.

Y F LEE
for Permanent Secretary for Education

**Contract Period of Teachers Employed under the
Enhanced NET Scheme in Secondary Schools**

1. The normal period of appointment for a NET is two years.
2. For NETs newly appointed under the Enhanced NET Scheme in Secondary Schools, the appointment should normally start on 16 August and end on 15 August two years later. Any subsequent renewal of Contract for these NETs should also start on 16 August and end on 15 August.
3. If a NET is appointed after 16 August but within the first term of the school year, the Contract should end as if it had commenced on 16 August of the school year. If the NET is appointed in the second term of the school year, the Contract for the NET will cover a period up to two years from 16 August in the calendar year in which his/her employment commenced. In any case, the Contract should end on 15 August. For example, if a NET is appointed on 15 October, which falls within the first school term of a school year, his/her Contract should end on 15 August of the following school year, i.e. covering a period of less than two school years. On the other hand, if the NET is appointed on 24 February, which falls within the second term of a school year, his/her appointment should end on 15 August two calendar years later, i.e. covering a period of more than two school years. In other words, it is possible that the length of the Contract of a NET is not exactly two years depending on the date of the teacher's assumption of duty.
4. If the Contract period of a NET being employed under the Enhanced NET Scheme starts on 1 September and ends on 31 August two years later, his/her Contract period should remain to be from 1 September to 31 August when appointed under the Enhanced NET Scheme continuously in the same or another school. If the NET with Contract ending on 31 August is being offered a new appointment by another school with existing Contract period for NETs starting on 16 August and ending on 15 August, under contractual obligation, he/she can only report duty to the new school no earlier than 1 September and the new Contract can end on 31 August two years later as agreed between the new school and the NET. The recipient school would then have the NET post left vacant in the last two weeks of August of the school year before the new NET assumes duty.
5. To facilitate the movement/transfer of NETs from one school to another under the NET Schemes and for ease of administrative convenience, it is the EDB's intention to gradually align the Contract period of NETs under the Enhanced NET Scheme in

Secondary Schools with commencement date on 16 August and end date on 15 August when opportunities arise. If the Contract period of the serving NET of a school is from 1 September to 31 August and his/her Contract is not going to be renewed, the school may appoint a new NET with Contract commencement date on 16 August and end date on 15 August two years later. The school may apply for a special approval from the NET Administration Team to have two NETs employed under the Enhanced NET Scheme in Secondary Schools during the transitional period from 16 to 31 August of a particular school year. Any subsequent renewal of Contract for the NET post should start on 16 August and end on 15 August two years later.

6. For a teacher being employed under any other terms in a school with Contract ending later than 16 August (say, 31 August) immediately prior to an appointment as a NET, his/her Contract under the Enhanced NET Scheme in Secondary Schools should take effect no earlier than the day after the end date of the previous appointment (say, 1 September) and end on 15 August two years later.

Attachment B

Duties of Teachers Appointed under the Enhanced NET Scheme in Secondary Schools

The exact duties of the NET should be determined by the School Principal/Supervisor according to the specific needs of the School. In general, the duties of the NET include the following:

- (i) To be responsible for classroom teaching and assessment;
- (ii) To teach in accordance with the curriculum of the School to which he/she is appointed under the guidance of the School Principal;
- (iii) To provide support to English Panel Chairperson, including assisting in the curriculum development/adaptation and preparation of teaching materials;
- (iv) To assist in conducting extra-curricular activities relating to the English Language, e.g. speech, drama, debates, choral speaking and extensive reading;
- (v) To assist in running oral activities for students after school;
- (vi) To assist in setting up an English corner in the School where students can come together to practise oral English and read English books under their guidance; and
- (vii) To act as an English Language resource person for other teachers in school, including assisting in school-based teacher development.

Attachment C

**Reply Proforma of Teachers Employed
under the Enhanced Native-speaking English Teacher (NET) Scheme
in Secondary Schools**

To be returned:

- **before the commencement of a school year** for Contracts to commence at the start of the school year; or
- **when the NET has reported for duty** to school for Contracts to commence after the start of the school year.

To: NET Administration Team
Education Bureau
Fax No.: 2123 1239

The School Management Committee (SMC) / Incorporated Management Committee (IMC)* of the _____
(School) hereby offers Mr/Ms/Mrs* _____, an appointment as a teacher in the School from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy) inclusive.

Name of Principal: _____ Signature: _____

School Type: Aided Secondary/Caput/Special*

Tel. No.: _____ Fax No.: _____ Date: _____

Name of Contact Person: _____ Tel. No. : _____

* *Delete if inapplicable*

Notes: On or before the commencement of a new Contract, schools are reminded that the NET employed:

- (i) meets the requirements for appointment of NETs in secondary schools as set out in the Appendix of the relevant EDB Circular Memorandum on “Appointment and Re-appointment of NETs” in force;
- (ii) has a valid employment visa;
- (iii) is a registered teacher or a permitted teacher of the school concerned (or the NET has applied to the Teacher Registration Team of the EDB for registration as a teacher or the school has applied to employ the NET as a permitted teacher);
- (iv) has submitted the appointment form for payment of salary;
- (v) has submitted the application for fringe benefits provided under the Enhanced NET Scheme in Secondary Schools, if applicable; and
- (vi) has submitted the application for “Retention Incentive”, if applicable.