

**Teaching Staff and Educational Psychologist Establishment of Aided Primary Schools****A. Teaching Staff Establishment**

- (a) The teaching establishment of an aided bi-sessional or whole-day primary school will be calculated respectively on the basis of 1.3 or 1.4 teachers per class. In order to avoid the use of fractions of a teacher, the number of teachers resulting from the application of the 1.3:1 or 1.4:1 formula will be rounded up to the nearest whole number. The only exception to the general rule is that schools operating only one class will be staffed with 1.5 teachers.
- (b) In schools with 6 or more classes, the calculation is exclusive of the post of the Head of the school.
- (c) Aided primary schools are staffed with teachers at the grades of Certificated Master/Mistress (for non-graduate teachers) and Primary School Master/Mistress (for graduate teachers).
- (d) Each primary school is entitled to have 55% of its teaching staff in the graduate grade in the 2015/16 school year (60% in the 2016/17 school year and 65% from the 2017/18 school year onwards), and should put in place a reasonable grade structure.
  - (1) The recommended grade structure is as follows –
    - (i) 55% (in the 2015/16 school year), 60% (in the 2016/17 school year) and 65% (from the 2017/18 school year onwards) of the senior teacher posts excluding the headship and the deputy headship posts should be graduate teacher posts; and
    - (ii) The remaining graduate posts should be allocated to the basic rank teacher level.

*(updated on 1 September 2016)*

- (2) Notwithstanding (d)(1) above, a school has the flexibility to determine an alternative grade structure, and the following should apply –

Grade structure with the number of Primary School Master/Mistress posts exceeding the prescribed percentage of the senior teacher posts

- (i) The sponsor/school management committee should consult all the teaching staff and obtain their consensus before determining the grade structure.
- (ii) The headship and the deputy headship posts should remain at the graduate level.
- (iii) Flexibility may be allowed in determining the percentage of graduate posts in the senior teacher rank and the basic rank, subject to the total number of senior teacher posts, graduate teacher posts and the staff entitlement in each school not being exceeded.
- (iv) The sponsor/school management committee should forward the proposed grade structure with justifications to the Education Bureau for endorsement. It should also consult all the teaching staff and obtain their consensus before proposing any subsequent changes to the grade structure adopted six months in advance. Prior consent from the Education Bureau should be obtained before implementation.

*(updated on 1 September 2016)*

**B. Ranking of Teaching Staff****(a) Head of School**

- (i) In schools with 1-11 classes, the rank of Head will be Senior Primary School Master/Mistress (SPSM). *(updated on 1 September 2008)*
- (ii) In schools with 12-23 classes, the rank of Head will be Headmaster/Headmistress II (HMII).
- (iii) In schools with 24 classes or more, the rank of Head will be Headmaster/Headmistress I (HMI).

**(b) Senior Teachers**

The provision of Senior Teachers is included in the manning scale in Attachment A1 for primary schools operating bi-sessional classes at the ratio of one senior teacher for every four classes and Attachment A2 for whole-day primary schools at the ratio of one senior teacher for every three classes. The rank of a Senior Teacher will be Senior Primary School Master/Mistress (SPSM), Primary School Master/Mistress (PSM) or Assistant Master/Mistress (AM) as appropriate. Senior Teachers will be required to undertake specific duties in addition to class teaching. The School Management Committee or Head of a school may exercise discretion in the allocation of duties to Senior Teachers as well as the re-distribution of their duties in the light of the school's entitlement of Senior Teachers. In a primary school with 12 – 23 classes, one PSM post will be re-ranked to the SPSM rank for the deputy head, and in a primary school with 24 classes or more, two PSM posts will be re-ranked to the SPSM rank for deputy heads. Teachers in the PSM or AM rank may be appointed by promotion or direct appointment to take up the deputy head posts. *(updated on 1 September 2008)*

**(c) Class Teachers**

The rank of Class Teachers will be Assistant Primary School Master/Mistress (APSM) or Certificated Master/Mistress (CM) as appropriate. The provision of Class Teachers is included in the manning scale in Attachment A1 for primary schools operating bi-sessional classes and Attachment A2 for primary schools operating whole-day classes.

**C. Additional Teachers****(a) Student Guidance Teacher**

For schools without the student guidance service grant or not being served by Student Guidance Officer, an additional post of the PSM (under sponsor-based entitlement only) or AM rank for Student Guidance Teacher (SGT) is to be provided to a school with 18 or more classes or shared by 2 schools each with 5 – 17 classes under the same sponsoring body. In connection with the enhancement of graduate teacher ratio under Section A(d) –

- (i) for a sponsoring body entitling to one SGT only for the schools under it, the SGT post is included in the teaching staff entitlement of the base school for working out the graduate post entitlement of that school and the SGT will be considered together with other teachers in the school for regrading; and
- (ii) for a sponsoring body entitling to two or more SGTs, the following options are given –
  - The SGT post be included in the teaching staff entitlement of each individual base school for working out the graduate post entitlement of the school and the SGT be considered together with other teachers in the school concerned for regrading; or

- A graduate post entitlement equivalent to 55% of the SGT posts entitled be provided to the sponsoring body in the 2015/16 school year (60% in the 2016/17 school year and 65% from the 2017/18 school year onwards), and the appointment of SGTs in the PSM grade be considered separately under the same sponsoring body.

For (ii) above, the option, once made, is irrevocable under normal circumstances.

*(updated on 1 September 2016)*

(b) Teacher-librarian

A school meeting one of the following conditions is entitled to the provision of one additional CM post for undertaking the duties of a teacher-librarian –

- each whole-day primary school with three or more ordinary classes
- each bi-sessional primary school with 12 or more ordinary classes
- two bi-sessional primary schools housed in the same premises with a total of 12 or more ordinary classes (i.e. the number of a.m. ordinary classes plus the number of p.m. ordinary classes)

This teacher-librarian post is a regular post in addition to the normal teaching establishment of a school calculated under paragraph A (a) and (b) above. The service of a teacher-librarian is counted as teaching experience for promotion purposes in aided primary schools. A school, upon the provision of this additional post, may deploy a teacher at the AM/PSM rank to fill the teacher-librarian post. For appointment as a teacher-librarian, a teacher should have a minimum of two years' teaching experience and preferably the relevant professional qualification in librarianship. Upon appointment, a teacher-librarian is required, where appropriate, to complete a part-time day-release training course or other professional training course organised by the Education Bureau.

(c) Additional Senior Teacher Post of English

An additional Senior Teacher post, to be offset by a post in the rank of CM or APSM as appropriate, is provided to each school that operates six or more classes to provide curriculum leadership in the teaching of English to improve co-ordination, planning and methodology. In an aided bi-sessional primary school with a total of 25 classes or more for both sessions, each session is considered as a separate school. The conditions for appointment to the additional post are at Appendix 6.

(d) Additional Posts for Specialised Teaching

The provision of additional CM posts calculated on the basis of 0.1 teacher per class is provided for the implementation of specialised teaching in English Language, Chinese Language and Mathematics in primary schools. Upon full implementation from the 2007/08 school year, the teacher to class ratio is enhanced from 1.4 to 1.5 teachers per class for whole-day primary schools, and from 1.3 to 1.4 teachers per class for bi-sessional schools. *(updated on 1 September 2008)*

(e) Primary School Curriculum Leader

With effect from the 2007/08 school year, an additional post for Primary School Curriculum Leader at the PSM rank is provided to a primary school with 12 or more approved classes; and for a primary school with 6 to 11 approved classes, the post is at the APSM rank. *(updated on 1 September 2008)*

#### D. Educational Psychologists

- (a) The Education Bureau creates additional educational psychologist (EP) posts in aided ordinary schools and invites school sponsoring bodies (SSBs) to apply for these posts under the School-based Educational Psychology Service (SBEPS) starting from the 2008/09 school year. Each EP post awarded to the SSB is employed as a non-teaching specialist staff of a base school under its sponsorship to provide SBEPS for schools assigned by the Education Bureau and such schools are not limited to those belonging to the same SSB operating the base school.
- (b) The EP posts created in aided ordinary schools are combined establishment, with the ranks of EP I and II. Candidates having fully met the entry requirements for EP I, with at least 3 years of satisfactory service as an EP II, can be considered for direct appointment to EP I. Candidates not fully meeting the above criteria may be appointed as EP II, should they meet the entry requirements for this rank. Guides to appointment of EP I and II and conditions for promotion of EP are stipulated in Attachment J and K of Appendix 5 respectively, and conditions for promotion of EP are stipulated in Appendix 6.

*(updated on 1 November 2013)*

**Clerical and Janitor Staff Entitlement**

The following scales shall apply in determining the clerical and janitor staff entitlements of a school for the purpose of calculating the amount of Administration Grant or the Revised Administration Grant<sup>Note</sup> as appropriate payable to it -

**(I) Clerical staff****(a) Bi-sessional schools**

<u>No. of classes</u>	<u>Rank and no. of clerical staff entitled</u>
1 to 3	Nil
4 to 11	1 Clerical Assistant
12 to 23	1 Assistant Clerical Officer/Clerk Class II
24 or more	1 Assistant Clerical Officer/Clerk Class II + 1 Clerical Assistant

In bi-sessional schools with 25 classes or more, each session will be considered as a separate school in the calculation of the clerical staff establishment.

**(b) Whole-day Schools**

<u>No. of classes</u>	<u>Rank and no. of clerical staff entitled</u>
1 - 3	Nil
4 - 11	1 Clerical Assistant
12 - 23	1 Assistant Clerical Officer/Clerk Class II + 1 Clerical Assistant
24 or more	1 Assistant Clerical Officer/Clerk Class II + 2 Clerical Assistants

**(II) Janitor staff**

One janitor staff may be allowed for every four or fraction of four classes and special purpose rooms in use for the AM or whole-day session and one janitor staff may be allowed for every eight or fraction of eight classes and special purpose rooms in use for the PM session. If the total includes a fraction of 0.5 or above, it will be rounded up to next whole number.

<sup>Note</sup> A school that opts for the Revised Administration Grant will pay the salaries of its janitor staff through the Revised Administration Grant, amount of which is calculated with reference to the scale at (II) above. It will be provided with clerical staff according to the scale at (I) above and pay the actual salaries of its clerical staff through the Salaries Grant.

**Teaching Staff Establishment**  
**in Aided Primary Schools Operating Bi-sessional Classes**  
**under the 1.3:1 teacher-to-class ratio and a ratio of one Senior Teacher for every four classes**

No. of classes*	Rank of Head	Deputy Head (SPSM)@	Senior Teachers # (excluding Deputy Head, if entitled)	No. of Class Teachers #	Total No. of Staff (including Head)
1	SPSM	--	0	0.5	1.5
2	SPSM	--	0	2	3
3	SPSM	--	0	3	4
4	SPSM	--	1	4	6
5	SPSM	--	1	5	7
6	SPSM	--	1	7	9
7	SPSM	--	1	9	11
8	SPSM	--	2	9	12
9	SPSM	--	2	10	13
10	SPSM	--	2	11	14
11	SPSM	--	2	13	16
12	HMI	1	2	13	17
13	HMI	1	2	14	18
14	HMI	1	2	16	20
15	HMI	1	2	17	21
16	HMI	1	3	17	22
17	HMI	1	3	19	24
18	HMI	1	3	20	25
19	HMI	1	3	21	26
20	HMI	1	4	21	27
21	HMI	1	4	23	29
22	HMI	1	4	24	30
23	HMI	1	4	25	31
24	HMI	2	4	26	33
25	HMI	2	4	27	34
26	HMI	2	4	28	35
27	HMI	2	4	30	37
28	HMI	2	5	30	38
29	HMI	2	5	31	39
30	HMI	2	5	32	40
31	HMI	2	5	34	42
32	HMI	2	6	34	43
33	HMI	2	6	35	44
34	HMI	2	6	37	46
35	HMI	2	6	38	47
36	HMI	2	7	38	48

\* In a bi-sessional school with 25 classes or more, each session will be considered as a separate school in the calculation of the teaching staff establishment.

- @ In ordinary primary schools with 12 - 23 classes, one PSM post will be re-ranked to the SPSM rank for deputy heads, and in ordinary primary schools with 24 classes or more, two PSM posts will be re-ranked to the SPSM rank for deputy heads.
- # The respective numbers of Senior Teachers (excluding the Deputy Head) and Class Teachers by rank by PSM, AM, APSM and CM entitled by a school shall be determined in accordance with the grade structure it has adopted or as endorsed by the Education Bureau as appropriate, subject to the total number of graduate teacher posts entitled by the school not being exceeded.

*(updated on 1 September 2008)*

**Teaching Staff Establishment**  
**in Whole-day Aided Primary Schools**  
**under the 1.4:1 teacher-to-class ratio and a ratio of one Senior Teacher for every three classes**

No. of classes	Rank of Head	Deputy Head (SPSM)@	Senior Teachers # (excluding Deputy Head, if entitled)	No. of Class Teachers #	Total No. of Staff (including Head)
1	SPSM	--	0	0.5	1.5
2	SPSM	--	0	2	3
3	SPSM	--	1	3	5
4	SPSM	--	1	4	6
5	SPSM	--	1	5	7
6	SPSM	--	2	7	10
7	SPSM	--	2	8	11
8	SPSM	--	2	10	13
9	SPSM	--	3	10	14
10	SPSM	--	3	11	15
11	SPSM	--	3	13	17
12	HMII	1	3	13	18
13	HMII	1	3	15	20
14	HMII	1	3	16	21
15	HMII	1	4	16	22
16	HMII	1	4	18	24
17	HMII	1	4	19	25
18	HMII	1	5	20	27
19	HMII	1	5	21	28
20	HMII	1	5	22	29
21	HMII	1	6	23	31
22	HMII	1	6	24	32
23	HMII	1	6	26	34
24	HMI	2	6	26	35
25	HMI	2	6	27	36
26	HMI	2	6	29	38
27	HMI	2	7	29	39
28	HMI	2	7	31	41
29	HMI	2	7	32	42
30	HMI	2	8	32	43
31	HMI	2	8	34	45
32	HMI	2	8	35	46
33	HMI	2	9	36	48
34	HMI	2	9	37	49
35	HMI	2	9	38	50
36	HMI	2	10	39	52

@ In ordinary primary schools with 12 - 23 classes, one PSM post will be re-ranked to the SPSM rank for deputy heads, and in ordinary primary schools with 24 classes or more, two PSM posts will be re-ranked to the SPSM rank for deputy heads.



- # The respective numbers of Senior Teachers (excluding the Deputy Head) and Class Teachers by rank by PSM, AM, APSM and CM entitled by a school shall be determined in accordance with the grade structure it has adopted or as endorsed by the Education Bureau as appropriate, subject to the total number of graduate teacher posts entitled by the school not being exceeded.

*(updated on 1 September 2008)*