

Teaching Staff Establishment, Educational Psychologist, School-based Speech Therapist, Primary School Assistant Social Work Officer and School Executive Officer of Aided Primary Schools**A. Teaching Staff Establishment****(a) (i) Basic Provision**

The teaching establishment of an aided bi-sessional or whole-day primary school is calculated respectively on the basis of 1.4 or 1.5 teachers per class, including the additional provision calculated on the basis of 0.1 teacher per class for the full implementation of specialised teaching in English Language, Chinese Language and Mathematics since the 2007/08 school year. In order to avoid the use of fractions of a teacher, the number of teachers resulting from the application of the 1.4:1 or 1.5:1 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. The teaching posts provided under the teacher-to-class ratios above are referred to as basic provision.

(ii) Additional Provision

With effect from the 2017/18 school year, the teacher-to-class ratio of public sector primary schools is increased by 0.1 teacher per class, i.e. additional provision. The additional teaching post(s) so created is/are at the rank of Assistant Primary School Master/Mistress and not included in calculating the ratio of graduate teacher posts in the teaching staff establishment.

(updated on 1 September 2017)

(b) In schools with 6 or more classes, the calculation is exclusive of the post of the Head of the school.

(c) Starting from the 2019/20 school year, all teaching posts on the approved establishment of aided schools are graduate teacher posts with the full implementation of the all graduate teaching force policy. *(updated on 1 September 2019)*

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) or Primary School Master/Mistress (PSM) 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 – 17 classes, one PSM post will be re-ranked to the SPSM rank for the deputy head; in a primary school with 18 – 23 classes, two PSM posts will be re-ranked to the SPSM rank for deputy heads; and in a primary school with 24 classes or more, three PSM posts will be re-ranked to the SPSM rank for deputy heads. Teachers in the PSM rank may be appointed by promotion or direct appointment to take up the deputy head posts. *(updated on 1 September 2020)*

(c) Class Teachers

The rank of Class Teachers will be Assistant Primary School Master/Mistress (APSM). 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 not changing to the new funding mode under the policy of 'one school social worker for each school' and not provided with Student Guidance Service Grant or Student Guidance Officers, an additional post at the PSM 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. For a sponsoring body entitling to one SGT only for the school under it, the entitlement of SGT post will be changed from sponsored-based to school-based. *(updated on 1 September 2019)*

(b) Teacher-librarian

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

- (i) each whole-day primary school with three or more ordinary classes
- (ii) each bi-sessional primary school with 12 or more ordinary classes
- (iii) 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 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. *(updated on 1 September 2019)*

(c) Additional Senior Teacher Post of English

An additional Senior Teacher post, to be offset by a post at the rank of APSM, 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 5. *(updated on 1 September 2019)*

(d) Primary School Curriculum Leader

With effect from the 2020/21 school year, each primary school, regardless of the number of approved classes, is entitled to the provision of a Primary School Curriculum Leader post at the PSM rank. *(updated on 1 September 2020)*

(e) Special Educational Needs Coordinator (SENCO)

Starting from the 2017/18 school year, an additional teaching post at the APSM rank is provided by phases in 3 years to each public sector ordinary primary school to facilitate the assignment of a designated teacher to take up the role of SENCO to lead, manage and coordinate matters relating to special educational needs. Starting from the 2019/20 school year, the rank of SENCO in schools with the Learning Support Grant (LSG) meeting the specific threshold will be upgraded to the PSM rank. The arrangement of SENCO for schools with the LSG not meeting the specific threshold will be the same as that of the 2017/18 school year. The additional teaching post at the APSM rank will not be included in calculation of the number of senior teacher posts in the teaching staff establishment. Schools are advised to refer to the relevant circular currently in force for details of the provision of SENCO. *(updated on 1 September 2019)*

(f) Special Educational Needs Support Teacher (SENST)

Starting from the 2019/20 school year, schools with the Learning Support Grant (LSG) meeting different thresholds will be allowed to exchange/provide with one to three additional teaching post(s) at the APSM rank. The title of the teacher assuming the said post is SENST. These one to three posts will not be included in calculation of the number of senior teacher posts in the teaching staff establishment. Schools are advised to refer to the relevant circular currently in force for details of the provision of SENST. *(updated on 1 September 2019)*

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 4 respectively, and conditions for promotion of EP are stipulated in Appendix 5.

(updated on 1 November 2013)

E. School-based Speech Therapists

The Education Bureau creates school-based speech therapist posts in aided ordinary schools clusters to implement the Enhanced School-based Speech Therapy Service and invites aided ordinary schools to implement the provision starting from the 2019/20 school year. Each school-based speech therapist post awarded is employed as a non-teaching specialist staff of a base school

to provide school-based speech therapy services for schools assigned by the Education Bureau. Guides to appointment of School-based Speech Therapist are stipulated in Attachment L of Appendix 4.

(updated on 1 September 2019)

F. Primary School Assistant Social Work Officers

The Education Bureau creates additional Primary School Assistant Social Work Officer posts in aided ordinary schools and invites aided primary schools to apply for creating these posts starting from the 2018/19 school year. Guides to appointment of Primary School Assistant Social Work Officer are stipulated in Attachment M of Appendix 4.

(updated on 1 September 2018)

G. School Executive Officers

The Education Bureau creates the school executive officer posts in the approved non-teaching staff establishment in aided schools and invite schools to opt for creating these posts starting from the 2019/20 school year. Guides to appointment of School Executive Officer are stipulated in Attachment N of Appendix 4.

(updated on 1 September 2019)

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^{Note} 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.

^{Note} 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 1.4:1 Teacher-to-class Ratio (including Additional Posts for Specialised Teaching)
and the Ratio of One Senior Teacher for Every Four Classes, i.e. Basic Provision

No. of classes*	Rank of Head	Deputy Head (SPSM)@	Senior Teachers (PSM) (excluding Deputy Head, if entitled)	No. of Class Teachers (APSM)	Total No. of Staff (including Head)
1	SPSM	--	0	0.5	1.5
2	SPSM	--	0	2	3
3	SPSM	--	0	4	5
4	SPSM	--	1	4	6
5	SPSM	--	1	5	7
6	SPSM	--	1	8	10
7	SPSM	--	1	9	11
8	SPSM	--	2	10	13
9	SPSM	--	2	11	14
10	SPSM	--	2	12	15
11	SPSM	--	2	14	17
12	HMII	1	2	14	18
13	HMII	1	2	16	20
14	HMII	1	2	17	21
15	HMII	1	2	18	22
16	HMII	1	3	19	24
17	HMII	1	3	20	25
18	HMII	2	2	22	27
19	HMII	2	2	23	28
20	HMII	2	3	23	29
21	HMII	2	3	25	31
22	HMII	2	3	26	32
23	HMII	2	3	28	34
24	HMI	3	3	28	35
25	HMI	3	3	29	36
26	HMI	3	3	31	38
27	HMI	3	3	32	39
28	HMI	3	4	33	41
29	HMI	3	4	34	42
30	HMI	3	4	35	43
31	HMI	3	4	37	45
32	HMI	3	5	37	46
33	HMI	3	5	39	48
34	HMI	3	5	40	49
35	HMI	3	5	41	50
36	HMI	3	6	42	52

* 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 – 17 classes, one PSM post will be re-ranked to the SPSM rank for deputy head; in ordinary primary schools with 18 – 23 classes, two PSM posts will be re-ranked to the SPSM rank for deputy heads; and in ordinary primary schools with 24 classes or more, three PSM posts will be re-ranked to the SPSM rank for deputy heads.

(updated on 1 September 2020)

Teaching Staff Establishment
in Whole-day Aided Primary Schools
under the 1.5:1 Teacher-to-class Ratio (including Additional Posts for Specialised Teaching)
and the Ratio of One Senior Teacher for Every Three Classes, i.e. Basic Provision

No. of classes	Rank of Head	Deputy Head (SPSM)@	Senior Teachers (PSM) (excluding Deputy Head, if entitled)	No. of Class Teachers (APSM)	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	6	8
6	SPSM	--	2	7	10
7	SPSM	--	2	9	12
8	SPSM	--	2	10	13
9	SPSM	--	3	11	15
10	SPSM	--	3	12	16
11	SPSM	--	3	14	18
12	HMII	1	3	14	19
13	HMII	1	3	16	21
14	HMII	1	3	17	22
15	HMII	1	4	18	24
16	HMII	1	4	19	25
17	HMII	1	4	21	27
18	HMII	2	4	21	28
19	HMII	2	4	23	30
20	HMII	2	4	24	31
21	HMII	2	5	25	33
22	HMII	2	5	26	34
23	HMII	2	5	28	36
24	HMI	3	5	28	37
25	HMI	3	5	30	39
26	HMI	3	5	31	40
27	HMI	3	6	32	42
28	HMI	3	6	33	43
29	HMI	3	6	35	45
30	HMI	3	7	35	46
31	HMI	3	7	37	48
32	HMI	3	7	38	49
33	HMI	3	8	39	51
34	HMI	3	8	40	52
35	HMI	3	8	42	54
36	HMI	3	9	42	55

@ In ordinary primary schools with 12 – 17 classes, one PSM post will be re-ranked to the SPSM

rank for deputy head; in ordinary primary schools with 18 – 23 classes, two PSM posts will be re-ranked to the SPSM rank for deputy heads; and in ordinary primary schools with 24 classes or more, three PSM posts will be re-ranked to the SPSM rank for deputy heads.

(updated on 1 September 2020)

Appendix 3**Salary Scales and Allowances**

(This appendix should be read in conjunction with Appendix 4)

(A) **Salary Scales**

(I) The salary scales of teaching staff in each grade and rank are as follows:

<u>Grade/Rank</u>	<u>Salary Scale</u> (Points on the Master Pay Scale)
1. Headmaster/Headmistress (HM I)	38-41
2. Headmaster/Headmistress II (HM II) <i>(updated on 1 September 2008)</i>	35-39
3. Senior Primary School Master/Mistress (SPSM) <i>(updated on 1 September 2008)</i>	34-35
4. Primary School Master/Mistress (PSM)	30-33
5. Assistant Primary School Master/Mistress (APSM)	17-29 if appointed before 1.4.2000 12-29 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive) 17-29 if appointed between 1.8.2007 and 30.9.2010 (both dates inclusive) 15-29 if appointed on or after 1.10.2010

Untrained APSM will not be allowed to proceed beyond the salary bar as shown below-

<u>Date of appointment</u>	<u>Salary Bar</u>
Before 1.4.2000	27
Between 1.4.2000 and 30.9.2010 (both dates inclusive)	22
On or after 1.10.2010	20

Remarks : With effect from 1.8.2007, the salary bar would be set at five pay points above the prevailing starting salary and would be adjusted automatically whenever there is a change in the starting salary in the future. A serving untrained APSM without a break in service is subject to the adjusted salary bar or the highest salary bar point he/she has ever experienced in the appointment as APSM, whichever is the higher.

6. Principal Assistant Master/Mistress (PAM)#	34-39 (* Bar at 36)
7. Senior Assistant Master/Mistress (SAM)#	30-33C (* Bar at 33) (* Passage requires acquisition a Bachelor of Arts Degree in Primary Education, or equivalent.)
8. Assistant Master/Mistress (AM)@	25-29

9. Certificated Master/Mistress (CM)@
- 14-24 if appointed before 1.4.2000
- 12-24 if appointed between 1.4.2000 and 31.7.2007
- 14-24 if appointed on or after 1.8.2007

Untrained CM will not be allowed to proceed beyond the salary bar as shown below-

<u>Date of appointment</u>	<u>Salary Bar</u>
Between 1.1.1991 and 31.3.2000 (both dates inclusive)	19
Between 1.4.2000 and 31.7.2007 (both dates inclusive)	17
On or after 1.8.2007	19

Remarks : With effect from 1.8.2007, the salary bar would be set at five pay points above the prevailing starting salary and would be adjusted automatically whenever there is a change in the starting salary in the future. A serving untrained CM without a break in service is subject to the adjusted salary bar or the highest salary bar point he/she has ever experienced in the appointment as CM, whichever is the higher.

10. Unqualified Teacher (UQT) 4

No non-degree holders should be appointed as new school heads. Serving heads at AM, SAM and PAM rank who are non-degree holders will be accommodated until natural wastage. (updated on 1 September 2010)

@ With the full implementation of the all-graduate teaching force policy starting from the 2019/20 school year, no newly-joined teachers should be appointed as CM, or directly appointed as or promoted to AM upon the phasing out of the non-graduate grade. Serving non-graduate teachers at CM and AM rank will be accommodated in their current post until natural wastage or regraded to the graduate grade. (updated on 1 September 2019)

(II) The salary scales of educational psychologists are as follows:

- Educational Psychologist I (EPI) 34 - 44
- Educational Psychologist II (EPII)

25 - 33 if appointed before 1.4.2000

20 - 33 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)

25 - 33 if appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)

23 - 33 if appointed on or after 1.10.2010

- (III) The salary scales of School-based Speech Therapist 18 - 33 if appointed before 1.4.2000

13 - 33 if appointed between
1.4.2000 and 31.7.2007
(both dates inclusive)

18 - 33 if appointed between
1.8.2007 and 30.9.2010
(both dates inclusive)

16 - 33 if appointed on or
after 1.10.2010

(updated on 1 September 2019)

(IV) The salary scales of Primary School Assistant Social Work
Officers

18 - 33 if appointed before
1.4.2000

13 - 33 if appointed between
1.4.2000 and 31.7.2007
(both dates inclusive)

18 - 33 if appointed between
1.8.2007 and 30.9.2010
(both dates inclusive)

16 - 33 if appointed on or
after 1.10.2010

(*with omitted points at Point 20, 24 and 30)

(updated on 1 September 2018)

(V) School Executive Officer (Sch ExO)

15 - 27

(updated on 1 September 2019)

(B) Supply Teachers

Appointment

Salary per working day

Qualified Teacher
Unqualified Teacher

Refer to Revised Daily Rates of Pay for Supply Teachers as
announced in Education Bureau Circular currently in force.

(C) Acting Allowance

A full-time AM who has been recommended and approved to take up the functional duties of SPSM, or a full-time HMII/SPSM/PSM/APSM who has been recommended and approved to take up the functional duties of HMI/HMII/SPSM/PSM as appropriate on an acting basis for a qualifying period of not less than 30 calendar days will be entitled to draw an acting allowance for the period concerned as follows-

- (a) In the case of acting-up with replacement (this involves acting in a functional post which carries a higher maximum salary point than that of the teacher's substantive rank) - 90% of the difference between the teacher's substantive salary and the minimum salary of the higher rank in which he is acting; or at a rate equivalent to 90% of the increment next on the rank-scale of the acting post above the level of the teacher's substantive salary if it is the same or more than the minimum salary of the

acting post. The rate will be revised to 100% of the difference after the first 180 calendar days of acting. (Note 10) *(updated on 1 November 2012)*

- (b) In the case of doubling-up without replacement provided (this involves acting in a headship post which carries a higher maximum salary point than that of the teacher's substantive rank in addition to undertaking his own duties) - 23% of the minimum salary of the higher rank or 100% of the difference in pay between the teacher's substantive salary and the minimum salary of the higher rank in which he/she is acting, whichever is the more. (Note 10) *(updated on 1 November 2012)*

Note :

1. With the full implementation of the all-graduate teaching force policy from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, no CM or AM could be approved to act up a promotion post in the non-graduate grade through promotion/selection exercise starting from the 2019/20 school year.
2. The minimum 30-calendar-day qualifying period for acting appointment shall include intervening Sundays and public holidays, and Sundays and public holidays immediately preceding and following the acting period. However, Sundays and public holidays immediately preceding and following the acting period will not be included in calculating the acting allowance.
3. School holidays can be counted as qualifying period and attract acting allowances provided that the teachers concerned are required to perform duties of the acting posts during the holidays. Such qualifying period should be recognised and properly recorded by school.
4. The qualifying period may include up to a maximum of 3 consecutive days' leave or absence in total (excluding sick leave and absence for authorised training and duty) taken during the acting period. Leave and absence in excess of 3 consecutive days will not be counted as part of the qualifying period.
5. Leave exceeding 3 consecutive working days involves the forfeiture of acting allowance for the whole period of the acting staff's leave (i.e. leave and intervening public holidays and Sundays). *(updated on 1 November 2012)*
6. When a teacher acts in different ranks consecutively, each acting appointment should be counted individually and separately and cannot be aggregated for the purpose of meeting the minimum qualifying period for acting allowances.
7. A teacher can only draw one acting allowance at any one time, and schools should not make concurrent multiple acting appointments.
8. Acting appointments can be made on operational grounds even if no acting allowance is payable.
9. All allowances will be treated as salary for Provident Fund purposes.
10. The rate of acting allowance takes effect on 1 September 2004.

(updated on 1 September 2019)

Appendix 4**Qualifications Required for Grades of Appointment
in Aided Primary Schools**

1. The guides to appointment in respect of the grades/ranks Headmaster/Mistress I, Headmaster/Mistress II, Senior Primary School Master/Mistress, Primary School Master/Mistress, Assistant Primary School Master/Mistress, Principal Assistant Master/Mistress, Senior Assistant Master/Mistress, Assistant Master/Mistress, Certificated Master/Mistress, Educational Psychologist I, Educational Psychologist II, School-based Speech Therapist, Primary School Assistant Social Work Officer and School Executive Officer are shown in Attachments A to N. *(updated on 1 September 2019)*
2. With effect from 2004/05 school year, aspiring principals are required to attain the Certification for Principalship in addition to complying with the appointment conditions in force at the time before they could be considered for appointment to principalship.
3. With effect from the 2019/20 school year, all teaching posts on the approved establishment of aided schools are graduate teacher posts, including additional teaching posts that are provided for schools under various measures. Newly-joined teachers (including those with a break of service exceeding one year) should possess a local bachelor's degree (or equivalent) and satisfy all the entry requirements and standing conditions in force at the time before they could be considered for appointment to the graduate teacher posts. Serving non-graduate teachers at CM, AM, SAM and PAM rank will be accommodated in their current posts until natural wastage or regraded to the corresponding rank in the graduate grade.
4. The guide to appointment in respect of clerical staff is shown at Attachment O.

(updated on 1 September 2019)

GUIDE TO APPOINTMENT**Aided Primary Schools****Headmaster/Headmistress I**

(For information: This document is not part of any agreement of service)

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| 1. Appointment requirements | <p>(a) <u>Normally - Promotion/Regrading</u></p> <p>(i) Promotion - promotion rank for Headmaster/Headmistress II.</p> <p>(ii) Regrading - A Principal Assistant Master/Mistress# serving in the nominating primary school with a local first degree is eligible for consideration for regrading as Headmaster/Headmistress I.</p> <p>(b) <u>Exceptionally - Direct Entry</u></p> <p>(i) Candidates should have fulfilled all requirements for normal promotion to this rank. The School Management Committee must submit justifications for the exceptional nature of the proposed appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.</p> <p>(ii) Starting from the 2000/01 school year, new school heads should be limited to candidates holding a local first degree plus teacher training in primary education, or equivalent qualifications.</p> |
| 2. Type of work | Head of a primary school with 24 classes or more. |
| 3. Pay scale | MPS Point 38-41 |
| 4. Period of probation | 2 years for direct entrants. |
| 5. Promotion prospects | Nil |
| 6. Any other remarks | (a) The salary scale and incremental date of a Headmaster/Headmistress I regraded from the rank of Principal Assistant Master/Mistress will be determined as follows: |

- (i) If immediately before regrading, his/her pay is less than the minimum of the pay scale of the new office, he/she will receive the minimum. The new incremental date will be determined by the date of regrading;
 - (ii) If his/her pay is the same or more than the minimum and not more than the maximum of the pay scale of the new office, he/she will receive the salary point which is equivalent to his/her existing substantive salary. The new incremental date will be determined by the date of regrading;
 - (iii) If he/she is regraded on his/her incremental date, for the purpose of these rules, his/her pay before regrading will be taken to be the pay he/she would have received on that date had he/she not been regraded; and
 - (iv) If the date of regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the resultant date falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month.
- (b) With effect from the 2002/03 school year, a school head appointed by direct appointment to a head post in another aided school at the same substantive rank of his/her former head post without a break is allowed to retain the salary pay point he/she received in the former post; if there is a break in service, he/she should be remunerated at the minimum point of the pay scale for the rank.

#The PAM rank will be phased out through natural wastage.

(updated on 1 September 2008)

GUIDE TO APPOINTMENT**Aided Primary Schools****Headmaster/Headmistress II**

(For information: This document is not part of any agreement of service)

1. **Appointment requirements**
 - (a) Normally - Promotion/Regrading
 - (i) Promotion - promotion rank for Senior Primary School Master/Mistress or Primary School Master/Mistress.
(updated on 1 September 2008)
 - (ii) Regrading – A Senior Assistant Master/Mistress# serving in the nominating primary school with a local first degree or equivalent is eligible for consideration for regrading as Headmaster/Headmistress II.
 - (b) Exceptionally - Direct Entry
 - (i) Candidates should have fulfilled all requirements for normal promotion to this rank. The School Management Committee must submit justifications for the exceptional nature of the proposed appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
 - (ii) Starting from the 2000/01 school year, new school heads should be limited to candidates holding a local first degree plus teacher training in primary education, or equivalent qualifications.
2. **Type of work** Head of a primary school with 12 to 23 classes.
3. **Pay scale** MPS Point 35-39
4. **Period of probation** 2 years for direct entrants.
5. **Promotion prospects** Headmaster/Headmistress I.
A Headmaster/Headmistress II will be eligible for consideration for promotion to Headmaster/Headmistress I after he/she has served successfully as follows in a primary school for at least 3 years:

Either
 - (i) as a Headmaster/Headmistress II;

Or

- (ii) as a Senior Assistant Master/Mistress and then as a Headmaster/Headmistress II.

(updated on 1 September 2016)

6. Any other remarks

- (a) In the case of promotion to Headmaster/Headmistress I, as the salary scale of a Headmaster/Headmistress II overlaps that of a Headmaster/Headmistress I (MPS Pt 38-41), the promotees' salary scale and incremental date will be determined as follows:
 - (i) If their pay before promotion is less than the minimum of the pay scale of the new higher office by more than one point, they will enter at the minimum and their new incremental date will be determined by the date of their promotion;
 - (ii) If their pay before promotion is less than the minimum of the pay scale of the new higher office by not more than one point, they will enter at the minimum and retain their existing incremental date;
 - (iii) If their pay before promotion is not less than the minimum of the pay scale of the new higher office and subject to the maximum point of the new scale not being exceeded, they will enter the new scale at the point which is next above their pay and retain their existing incremental date; and
 - (iv) If the promotees are already receiving the maximum pay of their former office at the date of promotion, they will enter the new scale at the point next above their pay and their new incremental date will be determined by the date of promotion.

(updated on 1 September 2011)

- (b) The salary scale and incremental date of Headmaster/Headmistress II regraded from the rank of Senior Assistant Master/Mistress will be determined as follows:
 - (i) If immediately before regrading, his/her pay is less than the minimum of the pay scale of the new office, he/she will receive the minimum. The new incremental date will be determined by the date of regrading;
 - (ii) If his/her pay is the same or more than the minimum and not more than the maximum of the

pay scale of the new office, he/she will receive the salary point which is equivalent to his/her existing substantive salary. The new incremental date will be determined by the date of regrading;

- (iii) If he/she is regraded on his/her incremental date, for the purpose of these rules, his/her pay before regrading will be taken to be the pay he/she would have received on that date had he/she not been regraded; and
 - (iv) If the date of regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the resultant date falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month.
- (c) With effect from the 2002/03 school year, a school head appointed by direct appointment to a head post in another aided school at the same substantive rank of his/her former head post without a break is allowed to retain the salary pay point he/she received in the former post; if there is a break in service, he/she should be remunerated at the minimum point of the pay scale for the rank.

#The SAM rank will be phased out through natural wastage.
(updated on 1 September 2008)

GUIDE TO APPOINTMENT**Aided Primary Schools****Senior Primary School Master/Mistress****I. Head and Deputy Head**

(For information: This document is not part of any agreement of service)

- 1. Appointment requirements**
 - (a) Normally - Promotion

Promotion rank for

 - (i) Primary School Master/Mistress, and
 - (ii) Assistant Master/Mistress with a local first degree or equivalent.
 - (b) Exceptionally - Direct Entry
 - (i) Candidates should possess a local first degree plus teacher training in primary education, or equivalent qualifications. They should also meet the teaching experience requirement and complete training course(s) specified by or acceptable to the Permanent Secretary for normal promotion to this rank. The School Management Committee must submit justifications for the exceptional nature of the proposed appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
 - (ii) Starting from the 2000/01 school year, new school heads and deputy heads should be limited to candidates holding a local first degree plus teacher training in primary education, or equivalent qualifications.
- 2. Type of work**
 - (a) Head of a primary school with 11 or less classes; OR
 - (b) Deputy head of a primary school with 12 or more classes, in addition to class teaching.

(updated on 1 September 2019)
- 3. Pay scale** MPS Point 34-35
- 4. Period of probation** 2 years for direct entrants.

5. Promotion prospects

Headmaster/Headmistress II

A Senior Primary School Master/Mistress will be eligible for consideration for promotion to Headmaster/Headmistress II after he/she has served successfully as follows in a primary school for at least 5 years:

Either

- (i) as a Senior Primary School Master/Mistress;

Or

- (ii) as an Assistant Master/Mistress/Primary School Master/Mistress and then as a Senior Primary School Master/Mistress.

(updated on 1 September 2016)

6. Any other remarks

- (a) In the case of promotion to Headmaster/Headmistress II, as the salary scale of a Senior Primary School Master/Mistress overlaps that of a Headmaster/Headmistress II (M.P.S. Pt 35-39), the promotees' salary scale and incremental date will be determined as follows:

- (i) If their pay before promotion is less than the minimum of the pay scale of the new higher office, they will enter at the minimum and retain their existing incremental date; and
- (ii) If the promotees are already receiving the maximum pay of their former office at the date of promotion, they will enter the new scale at the point next above their pay and their new incremental date will be determined by the date of promotion.

(updated on 1 September 2011)

- (b) With effect from 2004/05 school year, aspiring principals are required to attain the Certification for Principalship in addition to complying with the appointment conditions in force at the time before they could be considered for appointment to principalship.

GUIDE TO APPOINTMENT**Aided Primary Schools****Primary School Master/Mistress****I. Senior Teacher**

(For information: This document is not part of any agreement of service)

- 1. Appointment requirements**
 - (a) Normally - Promotion/Regrading
 - (i) Promotion - promotion rank for Assistant Primary School Master/Mistress.
 - (ii) Regrading – An Assistant Master/Mistress [including AM(SGT)] serving in the nominating primary school with a local first degree is eligible for consideration for regrading as Primary School Master/Mistress.
 - (b) Exceptionally - Direct Entry

Candidates should possess a local first degree plus teacher training in primary education, or equivalent qualifications. They should also meet the teaching experience requirement and complete training course(s) specified by or acceptable to the Permanent Secretary set for normal promotion to this rank. The School Management Committee must submit justifications for the exceptional nature of the proposed appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
- 2. Type of work**

Senior Teacher with the following duties:

 - (a) 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;
 - (b) Take the lead in diversified professional duties;
 - (c) Undertake class teaching; and
 - (d) Perform other related duties as assigned by the school.

(updated on 1 September 2019)
- 3. Pay scale**

MPS Point 30-33
- 4. Period of probation**

2 years for direct entrants.
- 5. Promotion prospects**

Senior Primary School Master/Mistress or Headmaster/Headmistress II.

(a) Senior Primary School Master/Mistress

A Primary School Master/Mistress will be eligible for consideration for promotion to Senior Primary School Master/Mistress after he/she has served successfully as a Senior Teacher in a primary school for at least 2 years, and undertaken training course(s) specified by or acceptable to the Permanent Secretary.

(b) Headmaster/Headmistress II

A Primary School Master/Mistress will be eligible for consideration for promotion to Headmaster/Headmistress II after he/she has served successfully as follows in a primary school for at least 5 years:

Either

(i) as a Primary School Master/Mistress;

or

(ii) as an Assistant Master/Mistress and then as a Primary School Master/Mistress.

(updated on 1 September 2016)

With effect from 2004/05 school year, aspiring principals are required to attain the Certification for Principalship in addition to complying with the appointment conditions in force at the time before they could be considered for appointment to principalship.

6. Any other remarks

A Primary School Masters/Mistresses regraded from the rank of Assistant Master/Mistress will enter at the minimum of the Primary School Master/Mistress pay scale with his/her new incremental date determined by the date of his/her regrading. If the date of regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the date of regrading falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month.

(updated on 1 September 2008)

GUIDE TO APPOINTMENT**Aided Primary Schools****Primary School Master/Mistress****II. Student Guidance Teacher**

(For information: This document is not part of any agreement of service)

1. Appointment requirements**(a) (i) Normally – Regrading**

A serving Assistant Master/Mistress (Student Guidance Teacher) with a local first degree or equivalent is eligible for consideration for regrading as Primary School Master/Mistress (Student Guidance Teacher) under sponsor-based entitlement. (only applicable for student guidance teachers who were appointed before the 2019/20 school year without a break of service for more than one year)

(ii) Normally – Acting

The School Management Committee may appoint a Primary School Master/Mistress (Student Guidance Teacher) on acting capacity. Candidates should have completed the necessary training, which refers to the Pre-service Training Course for Student Guidance Teachers conducted by the former Education Department or the Education Bureau, or the Certificate Course on Student Guidance for Teachers of Primary Schools conducted by a local tertiary institute or its equivalent, and have served successfully as follows in government/aided primary school(s) for at least three years:

Either

- (i) as an Assistant Primary School Master/Mistress;

Or

- (ii) as a Certificated Master/Mistress and then as an Assistant Primary School Master/Mistress.

The teacher would have to gain five years' teaching experience, at least two of which as a Student Guidance Teacher, before being promoted.

(b) Exceptionally - Direct Entry

- (i) Candidates should possess a local first degree plus teacher training in primary education, or equivalent qualifications. They should also have completed successfully the necessary training in student guidance and should possess no less than five years' teaching experience in government/aided primary school(s), with at least two of which as Student Guidance Teachers. Necessary training refers to the Pre-service Training Course for Student Guidance Teachers conducted by the former Education Department or the existing Education Bureau, or the Certificate Course on Student Guidance for Teachers of Primary Schools conducted by a local tertiary institute or its equivalent.
- (ii) The School Management Committee must submit justifications for the exceptional nature of the proposed appointment, which the Permanent Secretary will have discretion either to approve or reject, having regard to the special circumstances.

2. Type of work

In addition to the existing duties in his/her serving primary school(s), a Primary School Master/Mistress (Student Guidance Teacher) is expected to assist his/her sponsoring body in the following areas :

- (i) Overall coordination of student guidance service and the implementation of the Comprehensive Student Guidance Service;
- (ii) Co-ordination of staff development for Student Guidance Teachers;
- (iii) Mobilisation of community resources in the delivery of student guidance service among its primary schools;
- (iv) Overall evaluation of the student guidance service;
- (v) Identification and sharing of good practices among Student Guidance Teachers.

3. Pay scale

MPS Point 30-33

4. Period of probation

2 years for direct entrants.

5. Promotion prospects

Nil

6. Any other remarks

- (a) The entitlement and appointment of these posts are considered separately under the same sponsoring body.
- (b) A Primary School Master/Mistress (Student Guidance Teacher) regraded from the rank of Assistant Master/Mistress (Student Guidance Teacher) will enter at the minimum of the Primary School Master/Mistress pay

scale with his/her new incremental date determined by the date of regrading. If the date of regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the date of regrading falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month.

(updated on 1 September 2019)

GUIDE TO APPOINTMENT**Aided Primary Schools****Assistant Primary School Master/Mistress**

(For information: This document is not part of any agreement of service)

1. Appointment requirements**New Recruitment**

(a) Candidates should possess a local first degree plus teacher training in primary education, or equivalent qualifications.

(b) **Regrading Serving Teachers**

A Certificated Master/Mistress serving in the nominating primary school with a local first degree is eligible for consideration for regrading as Assistant Primary School Master/Mistress.

2. Type of work

Mainly deployed to perform the following duties:

- (a) Coordinate and discharge diversified professional duties;
- (b) Undertake class teaching; and
- (c) Perform other related duties as assigned by the school.

(updated on 1 September 2019)

3. Pay scale

- (a) MPS Point 17-29 for those appointed before 1.4.2000
- (b) MPS Point 12-29 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
- (c) MPS Point 17-29 for those appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
- (d) MPS Point 15-29 for those appointed on or after 1.10.2010

Note: Untrained Assistant Primary School Master/Mistress will not be allowed to proceed beyond a salary bar as specified below:

- (a) Bar at MPS Point 27 for those appointed before 1.4.2000
- (b) Bar at MPS Point 22 for those appointed between 1.4.2000 and 30.9.2010 (both dates inclusive)
- (c) Bar at MPS Point 20 for those appointed on or after 1.10.2010

With effect from 1.8.2007, the salary bar would be set at five pay points above the prevailing starting salary and would be adjusted automatically whenever there is a change in the starting salary in the future. A serving untrained APSM without

a break in service is subject to the adjusted salary bar or the highest salary bar point he/she has ever experienced in the appointment as APSM, whichever is the higher.

4. Period of probation

2 years for direct entrants.

5. Promotion prospects

Primary School Master/Mistress.

An Assistant Primary School Master/Mistress possessing a Post-graduate Diploma/Certificate in Education, or a teacher's certificate from a Hong Kong College of Education/the Hong Kong Institute of Education, or equivalent will be eligible for consideration for promotion to Primary School Master/Mistress after he/she has served successfully as follows in a primary school for at least 5 years and undertaken training courses(s) specified by or acceptable to the Permanent Secretary:

Either

(i) as an Assistant Primary School Master/Mistress;

Or

(ii) as a Certificated Master/Mistress and then as an Assistant Primary School Master/Mistress.

6. Any other remarks

(a) Candidates without a Post-graduate Diploma/Certificate in Education, or a teacher's certificate from a Hong Kong College of Education/the Hong Kong Institute of Education, or equivalent will enter at the minimum of the pay scale on appointment.

(b) Candidates who also possess an appropriate Post-graduate Diploma/Certificate in Education, or a teacher's certificate from a Hong Kong College of Education/the Hong Kong Institute of Education, or equivalent will enter at the third point in the pay scale on appointment.

(c) Starting from 21 February 2002, the arrangement for the salary bar of a serving untrained teacher upon his/her regrading from a non-graduate rank to the rank of Assistant Primary School Master/Mistress, is as follows –

(i) If the pay point of the teacher concerned on appointment to the rank of Assistant Primary School Master/Mistress is below the prevailing salary bar of his/her new post, he/she can progress along the respective pay scale to the new salary bar point. Subject to the acquisition

of acceptable teacher training qualification, he/she can proceed beyond the appropriate salary bar point to the maximum of the respective pay scale; and

- (ii) If the pay point of the teacher concerned on appointment to the rank of Assistant Primary School Master/Mistress is at or above the prevailing salary bar of his/her new post (due to, for example, the retention of his/her existing pay in the former non-graduate post under the special pay on appointment arrangements), his/her salary will be frozen at that pay point. Progression beyond the frozen pay point is subject to his/her acquisition of acceptable teacher training qualification, provided that the maximum of the respective pay scale is not exceeded.
- (d) A serving Assistant Primary School Master/Mistress who acquires a Post-graduate Diploma/Certificate in Education, or a teacher's certificate from a Hong Kong College of Education/the Hong Kong Institute of Education, or equivalent after pursuing a full-time or part-time course will be awarded two additional increments if he/she entered at the first point in accordance with paragraph 6(a) or has not been previously awarded additional increments on the strength of such, provided that the maximum of the salary scale is not exceeded. However, with effect from 1 September 2003, an untrained teacher regraded from Certificated Master/Mistress to Assistant Primary School Masters/Mistresses, who subsequently acquires acceptable teacher training qualification, will –
- (i) be eligible for the award of two additional increments if, other than through possession of recognized experience, he/she entered at the minimum point of the Assistant Primary School Masters/Mistresses pay scale prevailing at the time he/she was regraded, provided that the maximum of the pay scale is not exceeded; or *(updated on 1 November 2013)*
 - (ii) be eligible for the award of one additional increment if, other than through possession of recognized experience, he/she entered at one point above the minimum point of the Assistant Primary School Masters/Mistresses pay scale prevailing at the time he/she was regraded, provided that the maximum of the pay scale is not exceeded; or *(updated on 1 November 2013)*

- (iii) not be eligible for the award of any additional increment if, other than through possession of recognized experience, he/she entered at two or more points above the minimum point of the Assistant Primary School Masters/Mistresses pay scale prevailing at the time he/she was regraded. *(updated on 1 November 2013)*

- (e) The salary scale and incremental date of an Assistant Primary School Masters/Mistresses regraded from the rank of Certificated Master/Mistress will be determined as follows:
 - (i) If immediately before regrading, his/her pay is less than the minimum of the pay scale of the new office, he/she will receive the minimum. The new incremental date will be determined by the date of regrading.
 - (ii) If his/her pay is the same or more than the minimum and not more than the maximum of the pay scale of the new office, he/she will continue to receive his/her existing pay in the former post. The new incremental date will be determined by the date of regrading;
 - (iii) If he/she is regraded on his/her incremental date, for the purpose of these rules, his/her pay before regrading will be taken to be the pay he/she would have received on that date had he/she not been regraded; and
 - (iv) If the date of regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the date of regrading falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month.

(updated on 1 September 2010)

GUIDE TO APPOINTMENT**Aided Primary Schools****Principal Assistant Master/Mistress**

(For information: This document is not part of any agreement of service)

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| 1. Appointment requirements | N.A.
(<u>Note</u> : Starting from the 2000/01 school year, no non-degree holders should be appointed as new school heads. Serving heads at PAM rank who are non-degree holders will be accommodated until natural wastage.) |
| 2. Type of work | Head of a primary school with 24 classes or more. |
| 3. Pay scale | MPS Point 34-39
(Bar at MPS Point 36, the passage of which requires acquiring a Bachelor of Arts Degree in Primary Education, or equivalent) |
| 4. Period of probation | N.A. |
| 5. Promotion prospects | Nil |
| 6. Any other remarks | Nil |

(updated on 1 September 2008)

GUIDE TO APPOINTMENT**Aided Primary Schools****Senior Assistant Master/Mistress**

(For information: This document is not part of any agreement of service)

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|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Appointment requirements | N.A
(<u>Note</u> : Starting from the 2000/01 school year, no non-degree holders should be appointed as new school heads. Serving heads at SAM rank who are non-degree holders will be accommodated until natural wastage.) |
| 2. Type of work | Head of a primary school with 12-23 classes. |
| 3. Pay scale | MPS Point 30-33C
(Bar at MPS Point 33, the passage of which requires acquiring a Bachelor of Arts Degree in Primary Education, or equivalent) |
| 4. Period of probation | N.A. |
| 5. Promotion prospects | Refer to <i>Any other remarks</i> below |
| 6. Any other remarks | A serving Senior Assistant Master/Mistress with local first degree or equivalent qualifications is allowed to compete with Headmaster/Headmistress II for promotion to the next higher rank in the school or in schools operated by the same sponsoring body. |

(updated on 1 September 2008)

GUIDE TO APPOINTMENT**Aided Primary Schools****Assistant Master/Mistress****I. Senior Teacher**

(For information: This document is not part of any agreement of service)

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| 1. Appointment requirements | <p>(a) <u>Normally – Promotion</u></p> <p>Promotion rank for Certificated Master/Mistress.
(<u>Note:</u> Starting from the 2019/20 school year, no Certificated Master/Mistress should be promoted to Assistant Master/Mistress, except those who have been selected for acting up the post through a promotion exercise before the 2019/20 school year. Serving Assistant Master/Mistress will be accommodated until natural wastage or regraded to the graduate grade.)</p> <p>(b) <u>Exceptionally - Direct entry</u></p> <p>N.A.
(<u>Note:</u> Starting from the 2019/20 school year, teachers cannot be directly appointed to fill a non-graduate post at the promotion rank, except for the redeployment of teacher from one school to another under the same school sponsoring body.)</p> |
| 2. Type of work | Senior Teacher in a primary school with duties in addition to class teaching. |
| 3. Pay scale | MPS Point 25-29 |
| 4. Period of probation | Two years for direct entrants. |
| 5. Promotion prospects | Senior Primary School Master/Mistress |
| | An Assistant Master/Mistress with a local first degree or equivalent qualification will be eligible for consideration for promotion to Senior Primary School Master/Mistress after he/she has served successfully for at least 2 years as an Assistant Master/Mistress in a primary school and undertaken training course(s) specified by or acceptable to the Permanent Secretary. |

(updated on 1 September 2019)

GUIDE TO APPOINTMENT**Aided Primary Schools****Assistant Master/Mistress****II. Student Guidance Teacher**

(For information: This document is not part of any agreement of service)

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| 1. Appointment requirements | <p>N.A.
(Note:</p> <ul style="list-style-type: none"> (i) Starting from the 2019/20 school year, teachers cannot be directly appointed to fill a non-graduate post at the promotion rank, including the Assistant Master/Mistress (Student Guidance Teacher) post. (ii) Starting from the 2019/20 school year, newly-joined Student Guidance Teachers (including Student Guidance Teachers with a break of service exceeding one year) should possess a local bachelor's degree (or equivalent) and satisfy all the entry requirements and standing conditions set out for Primary School Master/Mistress (Student Guidance Teacher). (iii) Serving Assistant Masters/Mistresses (Student Guidance Teacher) will be accommodated in their current post of their serving schools, or take up an Assistant Master/Mistress (Student Guidance Teacher) post in another aided school operated by the same school sponsoring body through redeployment until they leave the service because of natural wastage or obtain the required qualifications and choose to be regraded to the graduate grade.) |
| 2. Type of work | An Assistant Master/Mistress (Student Guidance Teacher) helps to coordinate the service of a school-based guidance team and to implement the Comprehensive Student Guidance Service including formulating a student guidance policy, promoting the personal growth education, providing responsive service to students and supportive service to parents and teachers. |
| 3. Pay scale | MPS Point 25-29 |
| 4. Period of probation | Two years for direct entrants. |
| 5. Promotion prospects | Refer to <i>Any other remarks</i> below. |
| 6. Any other remarks | (a) A serving Assistant Master/Mistress (Student Guidance Teacher) with a local first degree or equivalent is eligible for consideration for regrading as Primary School Master/Mistress under school-based entitlement or Primary School Master/Mistress (Student Guidance Teacher) under sponsor-based entitlement. |

- (b) An Assistant Master/Mistress (Student Guidance Teacher) under school-based entitlement with a local first degree or equivalent qualification will be eligible for consideration together with other eligible senior teachers in the school for promotion to Senior Primary School Master/Mistress after he/she has served successfully for at least 2 years as an Assistant Master/Mistress in a primary school and undertaken training course(s) specified by or acceptable to the Permanent Secretary.

(updated on 1 September 2019)

GUIDE TO APPOINTMENT**Aided Primary Schools****Certificated Master/Mistress**

(For information: This document is not part of any agreement of service)

- 1. Appointment requirements**
- (a) Certificate in Primary Education from the Hong Kong Institute of Education/Teacher's Certificate from a College of education in Hong Kong obtained after a 3-year full-time training course or an equivalent qualification; or
 - (b) A non-standard qualification acceptable to the Permanent Secretary

Note:

- (i) Starting from the 2019/20 school year, all newly-joined teachers should possess a local bachelor's degree (or equivalent). No non-degree holders could be appointed as new teachers.
- (ii) Serving Certificated Master/Mistress will be accommodated until natural wastage or regraded to the graduate grade.)

(updated on 1 September 2019)

- 2. Type of work**
- (a) Class teacher in an aided primary school; and
 - (b) Other duties as the Head of the school may require.

3. Pay scale

Basic scale

- (a) MPS Point 14-24 for those appointed before 1.4.2000
- (b) MPS Point 12-24 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
- (c) MPS Point 14-24 for those appointed on or after 1.8.2007

Note: Untrained Certificated Master/Mistress will not be allowed to proceed beyond a salary bar as specified below:

- (a) Bar at MPS Point 19 for those appointed between 1.1.1999 and 31.3.2000 (both dates inclusive)
- (b) Bar at MPS Point 17 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
- (c) Bar at MPS Point 19 for those appointed on or after 1.8.2007

With effect from 1.8.2007, the salary bar would be set at five pay points above the prevailing starting salary and would be

adjusted automatically whenever there is a change in the starting salary in the future. A serving untrained CM without a break in service is subject to the adjusted salary bar or the highest salary bar point he/she has ever experienced in the appointment as CM, whichever is the higher.

4. Period of probation

Two years.

5. Promotion prospects

Assistant Master/Mistress.

A Certificated Master/Mistress with:

- (a) Certificate in Primary Education from the Hong Kong Institute of Education/Teacher's Certificate from a College of Education in Hong Kong obtained after a three-year full-time training course or an equivalent qualification; or
- (b) the status of qualified teacher awarded after passing the Non-Graduate Teacher Qualifications Assessment (NGTQA) and the successful completion of an In-service Course of Training for Teachers in Primary Schools or a period of supervised teaching for at least one year; or
- (c) equivalent qualifications

will be eligible for consideration for promotion to Assistant Master/Mistress after he/she has served successfully as a Certificated Master/Mistress in a primary school for at least 5 years and undertaken training course(s) specified by or acceptable to the Permanent Secretary. Certificated Masters/Mistresses not possessing teacher training or an equivalent qualification but appointed prior to 1 January 1991 will be eligible for consideration for promotion to Assistant Master/Mistress.

(Note: Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade would cease to operate, except those who have been selected for acting up a higher rank through a promotion exercise before the 2019/20 school year.)

(updated on 1 September 2019)

6. Any other remarks

- (a) Direct entrants with non-standard qualifications will be appointed to a point, or sub-point, of the salary scale considered appropriate by the Permanent Secretary.
- (b) A salary bar is specified in paragraph 3 above, beyond which untrained teachers will not be allowed to proceed. Other than those holders of qualifications acquired

through the Non-Graduate Teacher Qualifications Assessment (NGTQA), serving Certificated Masters/Mistresses who are appointed at a sub-point of the scale without teacher training and who successfully undertake a part-time In-Service Course of Teacher Training may be awarded an additional increment if they are not already at the top of the basic scale.

- (c) For appointment as Certificated Master/Mistress in aided primary schools, a holder of the following qualifications acquired through the NGTQA is regarded as having a non-standard qualification acceptable to the Permanent Secretary:
- (i) An Assessment Certificate (Primary Level) issued by the Education Bureau certifying the holder having passed Part I and Part II of the NGTQA;
or
 - (ii) An Assessment Certificate (Primary Level) issued by the Education Bureau certifying the holder having passed Part I, Part II and Part III of the NGTQA.
- (d) Starting from 1 August 2007, holders of the above non-standard qualification acquired through the NGTQA in paragraph 6(c)(i) or (ii) above will enter at MPS Point 12 upon appointment in an aided primary school. Teachers holding the qualification specified in paragraph 6(c)(i) above shall be allowed to proceed beyond MPS Point 19 of the Certificated Master/Mistress pay scale upon successful completion of an In-service Course of Training for Teachers in Primary School in a College of Education/the Hong Kong Institute of Education. No additional increment will be awarded for the successful completion of the In-service Course of Training for Teachers in Primary School. Teachers holding the qualification specified in paragraph 6(c)(ii) above shall be allowed to proceed beyond MPS Point 19 of the Certificated Master/Mistress pay scale after having successfully completed a period of supervised teaching for at least one year in a primary school or the primary section of a special school. An additional salary increment will be awarded to such teachers after successfully completing the supervised teaching period. No Additional increment will be awarded to such teachers for subsequent completion of an In-service Course of Training for Teachers in Primary School.
- (e) With effect from 1.9.2006, untrained teachers with specified non-standard qualifications (such as

Approved Post-secondary Secondary College
diplomas) will not be accepted for new appointment or
reappointment as CM after a break in service.

(updated on 1 September 2010)

GUIDE TO APPOINTMENT**Aided Primary Schools****Educational Psychologist I**

1. **Qualifications and Experience for Appointment :**

Candidates should have :

 - (a) a first degree in Psychology from a local university or equivalent;
 - (b) a Master's or Doctoral degree in Educational Psychology (Professional Practice) from a local university or equivalent;
 - (c) a Post Graduate Certificate in Education from a local university or equivalent;
 - (d) obtained full membership of the Division of Educational Psychology of the Hong Kong Psychological Society or an equivalent status in an internationally recognised professional organization of Educational Psychology (applicable to those appointed on or after 1.9.2012);
 - (e) a minimum of 6 years' relevant post-degree experience of which at least 3 years should be as an Educational Psychologist;
 - (f) good command of Cantonese and written Chinese; and
 - (g) good command of spoken and written English.

2. **Duties :**

Educational Psychologists provide comprehensive services to schools at the following target levels:

 - (a) Student support level
 - To provide assessment, counseling and guidance services for students;
 - To provide intervention or behavioural guidance programmes for students directly and/or in collaboration with school personnel such as teachers, school social workers and/or school-based speech therapists, etc.; and
 - To promote home-school co-operation in child management and deliver parent training programmes in collaboration with school personnel.

- (b) Teacher support level
- To support teachers in the early identification of at risk students as well as the planning and implementation of appropriate intervention measures for them;
 - To advise teachers on measures to enhance learning and teaching effectiveness as well as behaviour support, including the formulation of individual education plans for the students;
 - To advise teachers and school social workers in planning and implementing school-based psycho-educational programmes for students;
 - To support teachers in school-based action research related to the domains of student support as well as learning and teaching; and
 - To conduct staff development training to equip school personnel with the necessary professional knowledge and skills to meet the personal, social and special educational needs of students.
- (c) School system level
- To support schools in developing whole-school policies to cater for student diversity;
 - To support schools in developing effective mechanism to meet the diverse educational needs of their students;
 - To support schools in developing policy and mechanism on crisis management and to render crisis management service to schools whenever necessary.

Educational Psychologist I also leads the planning, execution, management and evaluation of the Educational Psychology Service as well as provides support to Educational Psychologist II, where appropriate.

- | | | |
|----|------------------------------|-----------------------------------------------------------------------------------------------------|
| 3. | <u>Salary Scale</u> : | MPS Point 34 - 44 |
| 4. | <u>Period of Probation</u> : | 2 years for direct entrants |
| 5. | <u>Promotion Prospects</u> : | Nil |
| 6. | <u>Any Other Remarks</u> : | (a) Holders of degrees other than those from a local university or equivalent may apply, but should |

attach copies of transcripts of studies to their applications.

- (b) The candidate must be eligible for graduate membership of the Hong Kong Psychological Society or the British Psychological Society or equivalent. The Master's or Doctoral Degree in Educational Psychology (Professional Practice) obtained must be one which can prepare the candidate for independent professional work as an educational psychologist.
- (c) The requirement for a candidate to obtain full membership of the Division of Educational Psychology of the Hong Kong Psychological Society or an equivalent status in an internationally recognised professional organization of Educational Psychology in Para 1(d) is also applicable to the existing educational psychologist incumbents who take up a new appointment in another school as Educational Psychologist I on or after 1.9.2012.

(updated on 1 September 2019)

GUIDE TO APPOINTMENT**Aided Primary Schools****Educational Psychologist II**

1. **Qualifications and Experience for Appointment :**

Candidates should have :

 - (a) a first degree in Psychology from a local university or equivalent;
 - (b) a Master's or Doctoral degree in Educational Psychology (Professional Practice) from a local university or equivalent;
 - (c) obtained full membership of the Division of Educational Psychology of the Hong Kong Psychological Society or an equivalent status in an internationally recognised professional organization of Educational Psychology or been eligible for such membership. Candidate so eligible shall obtain such full membership within nine months after appointment*. (This requirement is applicable to those appointed as Educational Psychologist II on or after 1.9.2012 and the existing educational psychologist incumbents who take up a new appointment in another school as Educational Psychologist II on or after 1.9.2012);
 - (d) good command of Cantonese and written Chinese; and
 - (e) good command of spoken and written English.

2. **Duties :**

Educational Psychologists provide comprehensive services to schools at the following target levels :

 - (a) Student support level
 - To provide assessment, counseling and guidance services for students;
 - To provide intervention or behavioural guidance programmes for students directly and/or in collaboration with school personnel such as teachers, school social workers and/or school-based speech therapists, etc.; and

* Schools should add a clause in the employment contracts for new appointees that if the appointees cannot obtain the above required full membership within nine months after the appointment, their contracts will be terminated.

- To promote home-school co-operation in child management and deliver parent training programmes in collaboration with school personnel.
- (b) Teacher support level
- To support teachers in the early identification of at risk students as well as the planning and implementation of appropriate intervention measures for them;
 - To advise teachers on measures to enhance learning and teaching effectiveness as well as behaviour support, including the formulation of individual education plans for the students;
 - To advise teachers and school social workers in planning and implementing school-based psycho-educational programmes for students;
 - To support teachers in school-based action research related to the domains of student support as well as learning and teaching; and
 - To conduct staff development training to equip school personnel with the necessary professional knowledge and skills to meet the personal, social and special educational needs of students.
- (c) School system level
- To support schools in developing whole-school policies to cater for student diversity;
 - To support schools in developing effective mechanism to meet the diverse educational needs of their students; and
 - To support schools in developing policy and mechanism on crisis management and to render crisis management service to schools whenever necessary.
3. Salary Scale :
- (a) MPS Point 25-33 for those appointed before 1.4.2000
 - (b) MPS Point 20-33 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
 - (c) MPS Point 25-33 for those appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
 - (d) MPS Point 23-33 for those appointed on or after 1.10.2010

4. Period of Probation : 2 years
5. Promotion Prospects : Educational Psychologist I.
- Educational Psychologist II will be eligible for consideration for promotion to Educational Psychologist I if they have obtained:
- (a) A Post Graduate Certificate in Education from a local university or equivalent; and
 - (b) 6 years' relevant post-degree experience of which at least 3 years should be as an Educational Psychologist II; and
 - (c) Full membership of the Division of Educational Psychology of the Hong Kong Psychological Society or an equivalent status in an internationally recognised professional organization of Educational Psychology; and
 - (d) Satisfactory service as Educational Psychologist II. School should take into account the work performance, professional expertise, and other personal attributes, such as leadership, commitment, interpersonal skills, judgment, planning and organization abilities, etc. of the candidate when considering promotion. *(updated on 1 November 2013)*
6. Any Other Remarks :
- (a) Holders of degrees other than those from a local university or equivalent may apply, but should attach copies of transcripts of studies to their applications
 - (b) The candidate must be eligible for graduate membership of the Hong Kong Psychological Society or the British Psychological Society or equivalent. The Master's or Doctoral Degree in Educational Psychology (Professional Practice) obtained must be one which can prepare the candidate for independent professional work as an educational psychologist.

(updated on 1 September 2019)

GUIDE TO APPOINTMENT**Aided Primary Schools****School-based Speech Therapist**

1. **Qualifications and Experience for Appointment :**

Candidates should have :

 - (a) a degree in Speech and Hearing Science from a local university, or equivalent;
 - (b) have English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note] ; and
 - (c) be able to write fluent English and Chinese, and can speak fluent English and Cantonese.

2. **Duties :**

School-based speech therapists should work with the school in establishing clear aims of the school-based speech therapy services. The services should cover the domain of prevention, remediation and development. For example:

 - Support students with speech and language impairment: To assess students who are suspected of having speech and language problems and support them in different delivery modes, such as providing individual and group therapy, in-class support, communicating with teachers and parents and regular review of students' progress, etc;
 - Design and implement school-based support plan: To provide school-based speech therapy services specific to the needs of individual schools, taking into account school policies, measures and cultures in the design and implementation of the services;
 - Design curriculum-related support strategies: To train students to overcome speech and language impairment, develop speech and language abilities, and achieve learning goals in line with the school curriculum;
 - Enhance home-school cooperation: To adopt diversified support strategies according to the needs of the students to strengthen home-school cooperation.

3. Salary Scale :
- (a) MPS Point 18-33 for those appointed before 1.4.2000
 - (b) MPS Point 13-33 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
 - (c) MPS Point 18-33 for those appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
 - (d) MPS Point 16-33 for those appointed on or after 1.10.2010
4. Period of Probation : 2 years
5. Promotion Prospects : Nil
6. Any Other Remarks : Nil

[Note]: The school may conduct the language proficiency test for those suitable candidates who do not possess the language qualifications. Provided that the school is satisfied with the candidates' language ability for carrying out the required duties, appointment can be offered.

(updated on 1 September 2019)

GUIDE TO APPOINTMENT**Aided Primary Schools****Primary School Assistant Social Work Officer**

1. **Qualifications and Experience for Appointment :** Candidates should have :
 - (a) registered under the Social Workers Registration Ordinance, Chapter 505
 - (b)
 - (i) a local degree in Social Science majoring in Social Work, or equivalent; or
 - (ii) a local degree, or equivalent, and has successfully completed a one-year post-graduate course in Social Work at an approved institution; or
 - (iii) a local degree, or equivalent, and has successfully completed an approved two-year post-graduate course in social study/social work; or
 - (iv) a local degree, or equivalent, and a Master degree in Social Work obtained at an approved institution;
 - (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent; and
 - (d) the ability to speak fluent Cantonese.
2. **Duties :** Primary School Assistant Social Work Officers in a primary school:
 - serve as a member of the guidance team;
 - assist the school in drawing up the student guidance policy and the Annual Comprehensive Student Guidance Service Plan;
 - implement student guidance service in various areas including personal growth education, support service for parents and teachers, and responsive service for students with specific needs. These remedial, preventive and developmental student guidance services include casework, group work and programmes, consultation and coordination of community resources.

3. Salary Scale :
- (a) MPS Point 18-33 for those appointed before 1.4.2000
 - (b) MPS Point 13-33 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
 - (c) MPS Point 18-33 for those appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
 - (d) MPS Point 16-33 for those appointed on or after 1.10.2010

Note:

Omitted points at Point 20, 24 and 30

4. Period of Probation : 2 years
5. Promotion Prospects : Nil
6. Any Other Remarks : Nil

(updated on 1 September 2018)

GUIDE TO APPOINTMENT**Aided Primary Schools****School Executive Officer**

1. **Qualifications and Experience for Appointment :** Candidates should have a local bachelor's degree (or equivalent).
2. **Duties :** To assist in supervising, coordinating and handling school administrative matters, with a view to strengthen the administration capabilities of the school and the school management committee.
3. **Salary Scale :** MPS Point 15- 27
4. **Promotion Prospects :** Nil
5. **Period of Probation :** 2 years
6. **Any Other Remarks :** Nil

(updated on 1 September 2019)

Conditions of Appointment for Clerical Staff

(Note: For aided primary schools whose clerical staff are paid out of the approved Salaries Grant.)

1. The conditions of appointment for the post of Assistant Clerical Officer/Clerk Class II are :
 - (a) Either 5 subjects, including English Language at ‘Level 2’ or above in the Hong Kong Diploma of Secondary Education Examination OR 4 subjects, including English Language, one of which must be at ‘Level 2’ or above and the others at ‘Level 3’ or above or equivalent; OR
(updated on 1 November 2012)
 - (b) Either 5 subjects, including English Language (Syllabus B) at Grade E or above in the Hong Kong Certificate of Education Examination OR 4 subjects, including English Language (Syllabus B), one of which must be at Grade E or above and the others at Grade C or above; OR
 - (c) a Grade C or above in English Language (Syllabus A) in the Hong Kong Certificate of Education Examination, together with EITHER 4 other subjects at Grade E or above OR 3 other subjects at Grade C or above or equivalent; OR
 - (d) 5 subjects, including English, at Grade E or above in the Hong Kong Certificate of Education Examination (English) OR 4 subjects, including English, one of which must be at Grade E or above and the other at Grade C or above (awarded before 1974); OR
 - (e) a Grade C or above in English in the Hong Kong Certificate of Education Examination (Chinese) together with EITHER 4 other subjects at Grade E or above OR 3 other subjects at Grade C or above (awarded before 1974); OR
 - (f) a Hong Kong English School Certificate (awarded before 1968) with a pass in English; OR
 - (g) a Hong Kong Chinese School Certificate (awarded before 1968) with a credit in English.

Note:

For the purpose of appointment of clerical staff in aided schools, ‘Grade C’ and ‘Grade E’ in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to ‘Level 3’ and ‘Level 2’ respectively in Chinese Language and English Language in the HKCEE 2007 and after.

(updated on 1 September 2009)

2. Conditions of appointment for the post of Clerical Assistant are:
 - (a) Education: Secondary 4 (all subjects) in a registered school; and
 - (b) Good working knowledge of English.

3. Salary Scale

Points on Master Pay Scale

Assistant Clerical Officer/Clerk Class II	3 - 15 if appointed before 1.4.2000 2 - 15 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive) 3 - 15 if appointed on or after 1.8.2007
Clerical Assistant	1 - 10 if appointed before 1.4.2000 0 - 10 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive) 1 - 10 if appointed on or after 1.8.2007