

Qualifications Required for Grades of Appointment
in Aided Secondary Schools

1. Pr.I/Pr.II/PGM/SGM/GM/PAM/SAM/AM/CM

The guides to appointment in respect of the grades Principal I, Principal II, Principal Graduate Master/Mistress, Senior Graduate Master/Mistress, Graduate Master/Mistress, Principal Assistant Master/Mistress, Senior Assistant Master/Mistress, Assistant Master/Mistress and Certificated Master/Mistress are shown in Attachments A to I. With effect from the 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.

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. (updated on 1 September 2019)

2. Educational Psychologist I and II

The guides to appointment in respect of the grade of Educational Psychologist in the rank of Educational Psychologist I and II are at Attachment J and K. (updated on 1 November 2012)

3. School-based Speech Therapist

The guides to appointment in respect of the grade of School-based Speech Therapist is shown in Attachment L. (updated on 1 September 2019)

4. School Executive Officer

The guides to appointment in respect of the grade of School Executive Officer is shown in Attachment M. (updated on 1 September 2019)

5. Laboratory Technician III

To be eligible for appointment to the post of Laboratory Technician III, a candidate must have:

(a) Level 2 or above attained in five subjects, including English Language and two science education subjects (i.e. Physics, Chemistry, Biology or Combined Science ^{Note 1}) in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent;
OR

(b) Level 2 ^{Note 2} /Grade E or above attained in five subjects, including English Language

and two science subjects (e.g. Physics, Chemistry or Biology) in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent.

Notes:

1. For the purpose of appointment of Laboratory Technicians in aided schools, 'Level 2' or above in both components of the Combined Science subject in the HKDSEE can be counted as two science subjects. Applicants should also possess four other subjects at 'Level 2' or above, or equivalent.

2. For the purpose of appointment of Laboratory Technicians in aided schools, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

(updated on 1 September 2017)

6. Laboratory Technician II

This is a promotion post for Laboratory Technician III. The conditions for promotion are set out in Appendix 9.

7. Laboratory Technician I

This is a promotion post for Laboratory Technician II. The manning scale of Laboratory Technicians is set out in Appendix 2/Attachment C, the terms of employment in Appendix 5 and the conditions for promotion, in Appendix 9.

Guides to Appointment
Aided Secondary Schools
Principal I

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

1. Qualifications and Experience for Appointment :
 - A. Normally - Promotion
Promotion rank for Principals II or Principal Graduate Masters/Mistresses or Senior Graduate Masters/Mistresses.
 - B. Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
Principal of a secondary school with more than 17 classes.
(updated on 1 September 2020)
3. Salary Scale :
MPS Point 45 - Point 49.
4. Promotion Prospects :
Nil.
5. Any other Remarks :
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 in service 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.

Guides to Appointment
Aided Secondary Schools
Principal II

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

1. Qualifications and Experience for Appointment:
 - A. Normally - Promotion
Promotion rank for Principal Graduate Masters/Mistresses or Senior Graduate Masters/Mistresses.
 - B. Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. Duties : Principal of a secondary school with more than 11 and less than 18 classes. *(updated on 1 September 2020)*
3. Salary Scale : MPS Point 40 - Point 44.
4. Promotion Prospects : Principal I.
5. Any Other Remarks : 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 in service 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.

Guides to Appointment
Aided Secondary Schools
Principal Graduate Master/Mistress

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

1. Qualifications and Experience for Appointment :
 - A. Normally - Promotion
Promotion rank for Senior Graduate Masters/Mistresses.
 - B. Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
 - (a) Head of a secondary school with 11 or fewer classes;

OR

 - (b) Deputy head of a secondary school with 12 or more classes in addition to class teaching up to Secondary 6.
(updated on 1 September 2020)
3. Salary Scale :
MPS Point 38 - Point 41.
4. Promotion Prospects :
Principal I/II. With effect from the 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.
5. Any other Remarks :
In the case of promotion to Principal II, as the salary scale of a Principal Graduate Master/Mistress overlaps that of a Principal II (MPS Pt 40 - 44), the promotees' salary scale and incremental date will be determined as follows:
 - (a) 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;
 - (b) 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;

- (c) 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
- (d) 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.
- (e) 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 in service 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.

(updated on 1 September 2008)

Guides to Appointment
Aided Secondary Schools
Senior Graduate Master/Mistress

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

1. Qualifications and Experience for Appointment :
 - A. Normally - Promotion/Regrading
 - (i) Promotion - Promotion rank for Graduate Masters/Mistresses.
 - (ii) Regrading - A Principal Assistant Master/Mistress with a local first degree plus teacher training qualifications (or equivalent) is eligible for consideration for regrading in his/her serving school as Senior Graduate Master/Mistress.
 - B. Exceptionally - Direct Entry

Candidates should have fulfilled all requirements for normal promotion to this rank. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
 - (a) Assist the principal and vice-principal in guiding the work in various functional areas in order to take forward education initiatives in the secondary school;
 - (b) Take the lead in diversified professional duties;
 - (c) Undertake class teaching up to Secondary 6 level; and
 - (d) Perform other related duties as assigned by the school.
(updated on 1 September 2019)
3. Salary Scale : MPS Point 34 - Point 39.
4. Promotion Prospects :

Principal Graduate Master/Mistress/Principal II/Principal I. Senior Graduate Masters/Mistresses will be eligible for consideration for promotion to Principal Graduate Master/Mistress /Principal II/Principal I after they have had at least three years of acceptable secondary school experience in the post in a government or aided secondary school or, since 1 September 1990, a caput or assisted private school or a bought-place school bound by contract with proven ability to take charge of an academic/cultural/practical subject or to perform other duties of special responsibility and have undertaken training course(s) specified by or acceptable to the

Permanent Secretary. With effect from the 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. (updated on 1 September 2020)

5. Any Other Remarks :

- (a) In the case of promotion to Principal Graduate Master/Mistress, as the salary scale of a Senior Graduate Master/Mistress overlaps that of a Principal Graduate Master/Mistress (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.
- (b) The salary scale and incremental date of a Senior Graduate Master/Mistress 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 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 2008)

Guides to Appointment
Aided Secondary Schools
Graduate Master/Mistress

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

1. Qualifications and Experience for appointment :

A. New Recruitment

A degree from a local university, or equivalent (the degree means a Bachelor degree).

NOTE : Preference will be given to candidates with a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Permanent Secretary.

B. Regrading serving teacher

A Certificated Master/Mistress, Assistant Master/Mistress or Senior Assistant Master/Mistress with a local first degree is eligible for consideration for regrading in his/her serving school as Graduate Master/Mistress.

2. 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. Salary Scale :

- (a) MPS Point 17 - Point 33 for those appointed before 1.4.2000.
- (b) MPS Point 12 - Point 33 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive).
- (c) MPS Point 17 - Point 33 for those appointed between 1.8.2007 and 30.9.2010 (both dates inclusive).
- (d) MPS Point 15 - Point 33 for those appointed on or after 1.10.2010.

NOTE : Graduate Masters/Mistresses will not be allowed to proceed beyond the salary bar specified below without acquiring a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Permanent Secretary:

- (a) Bar at MPS Point 27 for those appointed between 5.12.1980 and 31.8.1997 (both dates inclusive).
- (b) Bar at MPS Point 22 for those appointed between 1.9.1997 and 31.3.2000 (both dates inclusive).
- (c) Bar at MPS Point 17 for those appointed between 1.4.2000 and

31.7.2007 (both dates inclusive).

(d) Bar at MPS Point 22 for those appointed between 1.8.2007 and 30.9.2010 (both dates inclusive).

(e) 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 Graduate Master/Mistress 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 Graduate Master/Mistress, whichever is the higher.

(updated on 1 September 2010)

4. Period of Probation : Two years.
5. Promotion Prospects : Senior Graduate Master/Mistress. Graduate Masters/mistresses will be eligible for consideration for promotion to Senior Graduate Master/Mistress provided they have obtained a Post-Graduate Certificate in Education, or an equivalent qualification acceptable to the Permanent Secretary, and have had five years of acceptable secondary school experience in a graduate post - in a government or aided or assisted private secondary school or, since 1 September 1990, in a caput or bought-place school bound by contract, and have clearly shown ability to take charge of an academic/cultural/practical subject or to perform other duties of special responsibility in a secondary school and have undertaken training course(s) specified by or acceptable to the Permanent Secretary.
6. Any Other Remarks :
 - (a) Direct entrants with a Degree, but no Post-Graduate Certificate in Education or Teacher's Certificate or equivalent qualification acceptable to the Permanent Secretary, will enter at the minimum of the salary scale;
 - (b) Direct entrants with a Degree plus an appropriate Post-Graduate Certificate in Education or Teacher's Certificate or an equivalent qualification acceptable to the Permanent Secretary will enter at the third point in the salary scale;
 - (c) With effect from 1.9.1995, holders of a non-local degree with an appropriate Post-Graduate Certificate in Education obtained from a local university will enter at the third point in the salary scale, irrespective of whether the non-local degree is equivalent to a local degree;
 - (d) Entrants having teaching experience acceptable to the Permanent Secretary will be awarded increments in the salary scale;
 - (e) Serving Graduate Masters/Mistresses who acquire an appropriate Post-Graduate Certificate in Education or an equivalent

qualification acceptable to the Permanent Secretary after pursuing a full-time or part-time course will be awarded two additional increments if they entered at the first point in accordance with paragraph 6(a) or have not been previously awarded additional increments on the strength of such, provided that the maximum of the salary scale is not exceeded;

- (f) Graduate Masters/Mistresses, not possessing an appropriate Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Permanent Secretary but appointed prior to 1 September 1978, will be eligible for consideration for promotion to Senior Graduate Master/Mistress provided that they have completed training as specified by or acceptable to the Permanent Secretary.
- (g) With effect from 1 September 2003, an untrained teacher regraded from a non-graduate rank to GM, who subsequently acquires acceptable teacher training qualification, will :
- (i) be eligible for the award of two additional increments if, other than through possession of recognised experience, he/she entered at the minimum point of the GM pay scale prevailing at the time he/she was regraded, provided that the maximum of the pay scale is not exceeded; or
 - (ii) be eligible for the award of one additional increment if, other than through possession of recognised experience, he/she entered at one point above the minimum point of the GM pay scale prevailing at the time he/she was regraded, provided that the maximum of the pay scale is not exceeded; or
 - (iii) not be eligible for the award of any additional increment if, other than through possession of recognised experience, he/she entered at two or more points above the minimum point of the GM pay scale prevailing at the time he/she was regraded.

(updated on 1 November 2013)

- (h) The salary scale and incremental date of a Graduate Master/Mistress regraded from the rank of Senior Assistant Master/Mistress, Assistant Master/Mistress or 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 2008)

Guides to Appointment
Aided Secondary Schools
Principal Assistant Master/Mistress

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

1. Qualifications and Experience for Appointment :
 - A. Normally - Promotion

Promotion rank for Senior Assistant Masters/Mistresses. Please refer to “Any Other Remarks” below.
 - B. Exceptionally - Direct Entry

N.A.
(*Note: 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 teachers from one school to another under the same school sponsoring body.*) (*updated on 1 September 2019*)
2. Duties :
 - (a) Class teaching of academic subjects up to Secondary 5 level and/or of cultural/technical/practical subjects up to Secondary 6 level in a secondary school; AND (*updated on 1 November 2012*)
 - (b) Co-ordinating pastoral care and extra-curricular activities and attending to special needs of pupils in junior forms.
3. Salary Scale : MPS Point 34 - Point 36.
4. Promotion Prospects : Nil.
5. Any Other Remarks : Starting from the 2008/09 school year, Principal Assistant Masters/Mistresses with a recognised degree plus teacher training (or equivalent) may apply for regrading to Senior Graduate Masters/Mistresses in his/her serving school to fill up new Senior Graduate Master/Mistress posts created under the graduate teacher ratio. Upon successful regrading or natural wastage of a serving Principal Assistant Master/Mistress, the practice of upgrading a Senior Assistant Master/Mistress post to a Principal Assistant Master/Mistress post for a secondary school with 24 or more classes will cease with immediate effect. If a serving Principal Assistant Master/Mistress does not apply for regrading to Senior Graduate Master/Mistress, he/she can continue to be accommodated in his/her existing rank of Principal Assistant Master/Mistress holding against a

Senior Graduate Master/Mistress post created under the graduate teacher ratio accordingly.

(updated on 1 September 2008)

Guides to Appointment
Aided Secondary Schools
Senior Assistant Master/Mistress

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

1. Qualifications and Experience for Appointment :

A. Normally - Promotion

Promotion rank for Assistant Masters/Mistresses.

(Note: Starting from the 2019/20 school year, no Assistant Masters/Mistresses should be promoted to Senior 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 Senior Assistant Master/Mistress will be accommodated until natural wastage or regraded to the graduate grade.) (*updated on 1 September 2019*)

B. Exceptionally - Direct Entry

N.A.

(Note: 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 teachers from one school to another under the same school sponsoring body.) (*updated on 1 September 2019*)

2. Duties :

(a) Class teaching of academic subjects up to Secondary 5 level and/or of cultural/technical/practical subjects up to Secondary 6 level in a secondary school; OR
(*updated on 1 November 2012*)

(b) performing duties of special responsibility in addition to class teaching in a secondary school.

3. Salary Scale :

MPS Point 30 - Point 33.

4. Promotion Prospects :

Nil

5. Any Other Remarks :

Starting from the 2008/09 school year, Principal Assistant Masters/Mistresses with a recognised degree plus teacher training (or equivalent) may apply for regrading to Senior Graduate Masters/Mistresses in his/her serving school to fill up new Senior Graduate Master/Mistress posts created under the graduate teacher ratio. Upon successful regrading or natural wastage of a serving Principal Assistant Master/Mistress, the

practice of upgrading a Senior Assistant Master/Mistress post to a Principal Assistant Master/Mistress post for a secondary school with 24 or more classes will cease with immediate effect.

(updated on 1 September 2019)

Guides to Appointment
Aided Secondary Schools
Assistant Master/Mistress

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

1. Qualifications and Experience for Appointment :
 - A. Normally - Promotion

Promotion rank for Certificated Masters/Mistresses.

(Note: 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.)
 - B. Exceptionally - Direct Entry

N.A.

(Note: 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.)
2. Duties :

Class teaching up to Secondary 4 level in a secondary school.
3. Salary Scale :

MPS Point 25 - Point 29.
4. Promotion Prospects :

Senior Assistant Master/Mistress. Assistant Masters/Mistresses will be eligible for consideration for promotion to Senior Assistant Master/Mistress after they have demonstrated their ability to undertake more responsible duties by serving satisfactorily for :

 - (a) three years regularly teaching an academic subject at Secondary 5 level in a secondary school; OR
 - (b) two years performing duties of special responsibility in a secondary school,

and have undertaken training course(s) specified by or acceptable to the Permanent Secretary.

(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)

Guides to Appointment
Aided Secondary Schools
Certificated Master/Mistress

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

1. Qualifications and Experience for Appointment :

- (a) Certificate in Secondary 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 a two-year full-time training course (acquired in or after 1982), or an equivalent qualification; OR
- (b) Technical Teacher's Certificate obtained after a three year full-time technical teacher training course, or an equivalent qualification; OR
- (c) Higher Diploma/Certificate*, or equivalent qualification, PLUS one year's relevant post-qualification working experience; OR
- (d) Diploma* or equivalent qualification, PLUS either;
 - (i) one year's relevant post-qualification working experience and one year of full-time (or two years of part-time) technical teacher training; OR
 - (ii) two years' relevant post-qualification working experience; OR
- (e) Secretarial or commercial certificate*, or equivalent qualification, PLUS either :
 - (i) one year's relevant post-qualification working experience and one year of full-time (or two years of part-time) technical teacher training; OR
 - (ii) two years' relevant post-qualification working experience.
- (f) A qualification other than (a) to (e) above, acceptable to the Permanent Secretary.

* Obtained from: Hong Kong Polytechnic University (former H.K. Poly.), Hong Kong City Polytechnic University (former H.K. City Polytechnic), Hong Kong Technical College, or a Hong Kong Technical Institute.

(Note:

(a) 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.

(b) Serving Certificated Master/Mistress will be accommodated until natural wastage or regraded to the graduate grade.)

(updated on 1 September 2019)

2. Duties :

(a) Class teaching in lower forms of a secondary school, and

(b) Where necessary, other related duties as considered appropriate.

3. Salary Scale :Basic scale

(a) MPS Point 14 - Point 24 for those appointed before 1.4.2000.

(b) MPS Point 12 - Point 24 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive).

(c) MPS Point 14 - Point 24 for those appointed on or after 1.8.2007.

Note : Untrained teachers will not be allowed to proceed beyond the salary bar specified below:

(a) Bar at MPS Point 19 for those appointed between 1.1.1991 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 Certificated Master/Mistress 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 Certificated Master/Mistress, whichever is the higher. *(updated on 1 September 2010)*

4. Period of Probation :

Two years.

5. Promotion Prospects :

Assistant Master/Mistress. Certificated Masters/Mistresses possessing teacher training will be eligible for consideration for promotion to Assistant Masters/Mistress if they have :

(a) five years satisfactory and acceptable experience as a teacher in

a government or aided secondary school or, since 1 January, 1966, in an assisted private secondary school or, since 1 September 1990, in a caput or bought-place school bound by contract, OR

- (b) five years satisfactory and acceptable experience as a teacher or headmaster/headmistress in a government or aided secondary or primary school, or since 1 January, 1966, in an assisted private secondary school or, since 1 September 1990, in a caput or bought-place school bound by contract, of which the last two years must be in the nominating aided secondary school,

and undertaken training course(s) specified by or acceptable to the Permanent Secretary.

(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 who have completed two years of continuous full-time teacher training (acquired prior to 1982) at a College of Education/Hong Kong Technical Teachers' College will enter the scale at the sub-point.
 - (b) Direct entrants with the qualifications at 1(d) (i) will enter the scale at the second point.
 - (c) Direct entrants with acceptable qualifications under 1(f) will be appointed to the point, or sub-point, of the scale considered appropriate by the Permanent Secretary.
 - (d) Direct entrants having approved teaching/relevant practical experience in excess of that required for appointment may be awarded increments in the basic scale at the discretion of the Permanent Secretary.
 - (e) Serving Certificated Master/Mistresses who are appointed under 1(c), 1(d) (ii) or 1 (e) (ii) and who successfully undertake a two-year part-time technical teacher training course at the Hong Kong Technical Teachers' College or a Technical Institute may be awarded an additional increment if they are not already at the top of the basic scale.
 - (f) Serving Certificated Masters/Mistresses who are appointed under para.1(f) above at a sub-point of the scale without teacher training and who have successfully undertaken an appropriate In-Service Course of Teacher Training or Post-Graduate Certificate in Education may be awarded an additional increment if they are not already at the top of the basic scale.

- (g) Certificated Masters/Mistresses not possessing teaching training or an equivalent qualification but appointed prior to 1 January 1991 will be eligible for consideration for promotion to Assistant Master/Mistress provided that they have undertaken training course(s) specified by or acceptable to the Permanent Secretary.
- (h) 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 Certificated Master/Mistress after a break in service [unless for subjects in demand (e.g. technical/practical/vocational subjects). Priority should still be given to teachers with standard qualifications.]

(updated on 1 September 2019)

Guides to Appointment
Aided Secondary Schools
Educational Psychologist I

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

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. Salary Scale : MPS Point 34 - Point 44
4. Period of Probation : 2 years for direct entrants
5. Promotion Prospects : Nil.
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.

- (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)

Guides to Appointment
Aided Secondary Schools
Educational Psychologist II

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

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
 - To promote home-school co-operation in child management and deliver parent training programmes in collaboration with school personnel.

* 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.

(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 - Point 33 for those appointed before 1.4.2000.
- (b) MPS Point 20 - Point 33 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
- (c) MPS Point 25 - Point 33 for those appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
- (d) MPS Point 23 - Point 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 Secondary 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 Secondary 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- Point 27.
4. Promotion Prospects : Nil
5. Period of Probation : 2 years
6. Any Other Remarks: Nil

(updated on 1 September 2019)