

Replacement of Appendix 2 and Appendix 4 to the Code of Aid for Secondary Schools

With the full implementation of the all-graduate teaching force policy starting from the 2019/20 school year, the ratio of graduate teacher posts in public sector secondary schools has been increased from 85% to 100%. In other words, from the 2019/20 school year onwards, all teaching posts on the approved establishment of public sector secondary schools are graduate teacher posts. Schools and teachers are required to refer to the roles and functions of teachers in different ranks of the graduate grade as appropriate.

Under the all-graduate teaching force policy, newly-joined teachers appointed in aided schools within the approved establishment (regular teachers) from the 2019/20 school year onwards should possess a local bachelor's degree (or equivalent) and satisfy all the entry requirements and standing conditions set out for graduate teachers in the Code of Aid. Besides, all non-graduate regular teachers currently appointed in aided schools holding a local bachelor's degree (or equivalent) may be regraded as graduate teachers in the corresponding rank. If serving non-graduate teachers choose not to be regraded as graduate teachers of their own accord, or their qualifications cannot meet the requirement for regrading, they may stay in their serving aided schools as non-graduate teachers. In addition, the promotion mechanism for the non-graduate grade will cease to operate. Schools should, as early as possible, orderly work out promotion-related arrangements for teachers currently acting in the non-graduate grade in accordance with their school-based mechanism.

Details about the staff establishment and qualifications required for the appointment of teachers of different ranks in the graduate and non-graduate grade in aided secondary schools prior to the 2019/20 school year are available in the attached Appendix 2 and Appendix 4 to the Code of Aid for Secondary Schools (version as at 31 August 2019) for reference purpose.

1 September 2019

Staff Establishment of Aided Secondary Schools1. Teaching Establishment(a) Overall Establishment(i) Basic Provision

With effect from the 2012/13 school year, the teacher-to-class ratios¹ for secondary schools are as follows:

- 1.7 teachers per junior secondary class
- 2.0 teachers per senior secondary class

(ii) Additional Provision

Starting from the 2017/18 school year, the above teacher-to-class ratios are increased by 0.1 teacher per class, i.e. Additional Provision. The additional teaching post(s) so created is/are at the rank of Graduate Master / Mistress (GM) and not included in calculating promotion posts and graduate teacher ratio.

Each school is provided with a Principal and its teaching staff entitlement shall be calculated according to its class organization and the corresponding teacher-to-class ratios. The teaching staff entitlement calculated shall be retained at 1 decimal place.

The overall teaching staff entitlement of a school shall include the additional teachers of appropriate grades as provided and specified in sub-paragraph (e) below.

(updated on 1 September 2017)

(b) Graded Posts within the Establishment

The ratio² of graduate teacher posts in aided secondary schools is 85% with effect from the 2009/10 school year.

¹ The teacher-to-class ratios have embedded the provision of additional teachers to all schools including the teachers for split-class teaching, school librarians, additional Chinese language teachers, additional teachers for remedial teaching, counselling and extra-curricular activities and additional non-graduate teachers under Education Commission Report No. 5.

Upon the implementation of the New Senior Secondary (NSS) academic structure from the 2009/10 school year, the teacher-to-class ratios for secondary schools, as stipulated in the report “The New Academic Structure for Senior Secondary Education and Higher Education” published in May 2005, are as follows:

- From the 2009/10 school year to the 2011/12 school year (i.e. up to the double cohort year), the teacher-to-class ratios are 1.7 teachers per junior secondary class, 1.9 teachers per senior secondary class in the new system and S5 of the pre-NSS system, and 2.3 teachers per S6 and S7 class of the pre-NSS system.
- In and after the 2012/13 school year, the teacher-to-class ratio for senior secondary class is revised to 2.0 teachers per senior secondary class (S4 to S6).

² With effect from 1 September 2008, the previous upgrading provisions for Expansion of Graduate Posts in Secondary Schools and Graduate Posts for Practical, Technical or Cultural Subjects has been subsumed under the enhanced graduate teacher ratio.

The number of posts in each grade shall be determined by making reference to Attachment A.

(updated on 1 September 2017)

(c) Teachers on Overseas Terms (applicable only to schools with serving teachers on overseas terms)

Subject to the provisions of Appendix 10, teachers of English may be employed on overseas terms according to the following quotas : -

- (i) for all secondary schools of 12-23 classes, 2 teachers may be employed on overseas terms;
- (ii) for all secondary schools of 24 or more classes, 3 teachers may be employed on overseas terms.

(d) Part-time Teachers

To determine the appropriate fraction for a part-time teacher the following formula shall be used : -

$$1.3 \times \frac{\text{Number of periods taught by teacher per week/cycle}}{\text{Total number of periods taught per week/cycle}}$$

(e) Additional Teachers

- (i) Additional teachers of English are provided to individual schools which adopt Chinese as the medium of instruction for subjects other than language subjects, practical and technical subjects, Chinese History, Chinese Literature and English Literature. The purpose of the additional resources is to help schools that adopt Chinese as the medium of instruction to strengthen the teaching of English. The eligibility for additional teachers of English is determined in accordance with the amount of Chinese language instruction offered. Details concerning the calculation of additional teachers of English are in Attachment B.

(ii) Enhanced Native-speaking English Teacher (NET) Scheme

NETs will be provided as additional English teachers regardless of the choice of medium of instructions (MOI), in the following scale –

<u>Total no. of Operating Classes</u>	<u>No. of additional NET</u>
Below 40	1
40 or above	2

One more NET may be employed to fill one of the additional English

teacher posts at GM rank allocated to them in accordance with Attachment B. (updated on 1 November 2012)

- (iii) With effect from 1 September 1996, new schools are provided with one additional Graduate Master/Mistress in the initial two years of operation.
- (iv) With effect from 1 September 2006, additional graduate teachers are provided for individual schools with academic low achievers in Secondary 1-3. An additional 0.7 Graduate Master/Mistress per class of territory bottom 10% students enrolled and an additional 0.3 Graduate Master/Mistress per class of territory Band 3 students enrolled not within the Bottom 10% are provided. From the 2009/10 school year onwards, the calculated number of additional teacher shall be retained at 1 decimal place. (updated on 1 September 2009)
- (v) Special Educational Needs Coordinator (SENCO)

Starting from the 2017/18 school year, an additional teaching post at the GM rank is provided by phases in 3 years to each public sector ordinary secondary school to facilitate the assignment of a designated teacher to take up the role of SENCO to coordinate matters relating to special educational needs. The post will not be included in calculating promotion posts and graduate teacher ratio in the teaching staff establishment. (updated on 1 September 2017)

(f) Fractional Graduate Master/Mistress (GM) Post

The fractional GM post is worked out by adding up the fractional entitlements, if any, in 1(a), i.e. overall establishment deduced from teacher-to-class ratios, and 1(e), i.e. additional teachers. Any whole number of the sum is added to the GM establishment. Both the fractional and whole number GM posts do not count towards the calculation of promotion posts and the graduate teacher ratio. Schools may keep the fractional GM post in the teaching staff establishment or opt for encashing the fractional GM post, which is calculated on the basis of the mid-point salary of GM teachers. (updated on 1 September 2017)

2. Flexibility in Staff Structure

In view of the variety of curricula and of class organisations within the aided sector, the School Management Committee and the Principal of a school may propose for the approval of the Permanent Secretary a staff-structure for the school with a higher number of non-graduate posts than the standard manning scale subject to the following conditions –

- (a) (i) Among the graduate teaching posts, the proportion of Senior Graduate Master/Mistress (SGM) and Principal Graduate Master/Mistress (PGM) posts shall not exceed five-twelfths. This proportion excludes one Graduate Master/Mistress (GM) post upgraded to SGM in a secondary school with 15 or more classes with effect from 1 September 1994.
- (ii) Among the non-graduate teaching posts, the proportion of Senior Assistant Master/Mistress (SAM) posts shall not exceed one-quarter; and the combined proportion of SAM and Assistant Master/Mistress (AM) posts shall not exceed

one-half. The upgrading arrangement of an SAM post to a PAM post for a secondary school with 24 or more classes has ceased since 1 September 2008 upon the enhancement of the graduate teacher ratio.

Note: With effect from 1 September 2008, serving PAMs with a recognised degree plus teacher training (or equivalent) may apply for regrading to SGMs to fill up new SGM posts created under the enhanced graduate teacher ratio. Upon successful regrading or natural wastage of a serving PAM, the practice of upgrading an SAM post to a PAM post will cease with immediate effect. The respective proportions of SAM, AM and Certificated Master/Mistress (CM) posts will not be affected by the cessation of this practice. If a serving PAM teacher does not apply for regrading to SGM, he/she can continue to be accommodated in his/her existing rank of PAM holding against an SGM post created under the graduate teacher ratio accordingly. *(updated on 1 September 2008)*

- (iii) The proportion of graduate teaching posts in the Basic Provision shall not exceed 85% of the teaching staff entitlement, calculated according to the approved teacher-to-class ratios. *(updated on 1 September 2017)*
- (iv) In calculating the proportions of promotion posts, posts provided for the Principal and those out of the Basic Provision shall be excluded, except additional teachers in paragraph 1(e)(i). *(updated on 1 September 2017)*
- (b) No serving teacher's service may be terminated for the purpose of taking advantage of this provision.
- (c) When a staff structure of a school has been approved and implemented which involves a greater proportion of non-graduate teachers and additional AM or SAM posts beyond those provided on the above basis, the proportion of graduates should be raised as and when AM and SAM posts fall vacant. The Permanent Secretary may, however, approve the school to replace a departing Certificated Master/Mistress with a Graduate Master/Mistress to meet a demand for graduate teachers on justifiable grounds, subjects to no overall increase in the number of promotion posts.

3. 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 are stipulated in Attachments J and K of Appendix 4, and conditions for promotion of EP are stipulated in Appendix 9.

4. Laboratory Technician

The manning scale of Laboratory Technician is shown in Attachment C.

5. Guides to Appointment

The requisite qualifications for appointment to teaching and non-teaching grades are shown in Appendix 4.

Teaching Establishment in
Aided Secondary Schools

(The number of posts in the table below includes teachers provided according to the teacher-to-class ratios under the new senior secondary academic structure, i.e. Basic Provision.)

Total Staff Entitlement	<u>No. of posts in each rank</u>							
	Principal	Graduates			Non-graduates			
		S.G.M.	G.M.	Total	S.A.M.	A.M.	C.M.	Total
7	1	2	3	5	0	0	1	1
8	1	2	4	6	0	0	1	1
9	1	3	4	7	0	0	1	1
10	1	3	5	8	0	0	1	1
11	1	3	5	8	0	1	1	2
12	1	4	5	9	0	1	1	2
13	1	4	6	10	0	1	1	2
14	1	5	6	11	0	1	1	2
15	1	5	7	12	0	1	1	2
16	1	5	8	13	0	1	1	2
17	1	6	8	14	0	1	1	2
18	1	6	8	14	0	1	2	3
19	1	6	9	15	0	1	2	3
20	1	7	9	16	0	1	2	3
21	1	7	10	17	0	1	2	3
22	1	7	11	18	0	1	2	3
23	1	8	11	19	0	1	2	3
24	1	8	12	20	0	1	2	3
25	1	8	12	20	1	1	2	4
26	1	9	12	21	1	1	2	4
27	1	9	13	22	1	1	2	4
28	1	10	13	23	1	1	2	4
29	1	10	14	24	1	1	2	4
30	1	10	15	25	1	1	2	4
31	1	10	15	25	1	1	3	5
32	1	11	15	26	1	1	3	5
33	1	11	16	27	1	1	3	5
34	1	12	16	28	1	1	3	5
35	1	12	17	29	1	1	3	5
36	1	12	18	30	1	1	3	5
37	1	13	18	31	1	1	3	5
38	1	13	18	31	1	2	3	6
39	1	13	19	32	1	2	3	6
40	1	14	19	33	1	2	3	6
41	1	14	20	34	1	2	3	6
42	1	15	20	35	1	2	3	6
43	1	15	21	36	1	2	3	6
44	1	15	22	37	1	2	3	6
45	1	15	22	37	1	2	4	7
46	1	16	22	38	1	2	4	7

Teaching Establishment in
Aided Secondary Schools

Total Staff Entitlement	<u>No. of posts in each rank</u>							
	Principal	<u>Graduates</u>			<u>Non-graduates</u>			
		S.G.M.	G.M.	Total	S.A.M.	A.M.	C.M.	Total
47	1	16	23	39	1	2	4	7
48	1	17	23	40	1	2	4	7
49	1	17	24	41	1	2	4	7
50	1	17	25	42	1	2	4	7
51	1	17	25	42	2	2	4	8
52	1	18	25	43	2	2	4	8
53	1	18	26	44	2	2	4	8
54	1	19	26	45	2	2	4	8
55	1	19	27	46	2	2	4	8
56	1	20	27	47	2	2	4	8
57	1	20	28	48	2	2	4	8
58	1	20	28	48	2	2	5	9
59	1	20	29	49	2	2	5	9
60	1	21	29	50	2	2	5	9
61	1	21	30	51	2	2	5	9
62	1	22	30	52	2	2	5	9
63	1	22	31	53	2	2	5	9
64	1	22	32	54	2	2	5	9
65	1	22	32	54	2	3	5	10
66	1	23	32	55	2	3	5	10
67	1	23	33	56	2	3	5	10
68	1	24	33	57	2	3	5	10
69	1	24	34	58	2	3	5	10
70	1	25	34	59	2	3	5	10
71	1	25	34	59	2	3	6	11
72	1	25	35	60	2	3	6	11
73	1	25	36	61	2	3	6	11
74	1	26	36	62	2	3	6	11
75	1	26	37	63	2	3	6	11
76	1	27	37	64	2	3	6	11
77	1	27	38	65	2	3	6	11
78	1	27	38	65	3	3	6	12
79	1	27	39	66	3	3	6	12
80	1	28	39	67	3	3	6	12
81	1	28	40	68	3	3	6	12
82	1	29	40	69	3	3	6	12
83	1	29	41	70	3	3	6	12
84	1	30	41	71	3	3	6	12
85	1	30	41	71	3	3	7	13
86	1	30	42	72	3	3	7	13
87	1	30	43	73	3	3	7	13
88	1	31	43	74	3	3	7	13
89	1	31	44	75	3	3	7	13
90	1	32	44	76	3	3	7	13

Teaching Establishment in
Aided Secondary Schools

Total Staff Entitlement	<u>No. of posts in each rank</u>							Total
	<u>Graduates</u>			<u>Non-graduates</u>				
Principal	S.G.M.	G.M.	Total	S.A.M.	A.M.	C.M.		
91	1	32	44	76	3	4	7	14
92	1	32	45	77	3	4	7	14
93	1	32	46	78	3	4	7	14
94	1	33	46	79	3	4	7	14
95	1	33	47	80	3	4	7	14
96	1	34	47	81	3	4	7	14
97	1	34	48	82	3	4	7	14
98	1	34	48	82	3	4	8	15
99	1	35	48	83	3	4	8	15
100	1	35	49	84	3	4	8	15
101	1	35	50	85	3	4	8	15

(updated on 1 September 2009)

Note :

- (a) Starting from the 2009/10 school year, the ratio of graduate teacher posts is 85%. The 85% graduate post entitlement of a school is worked out based on the total number of teaching posts provided under the revised teacher-to-class ratios under the new senior secondary (NSS) academic structure as announced in the Report on "The New Academic Structure for Senior Secondary Education and Higher Education". (updated on 1 September 2009)
- (b) With effect from 1 September 1991, 2 posts in the rank of Principal Graduate Master/Mistress (PGM) are provided in an aided secondary school with 15 or more operating classes to be offset by an equivalent number of Senior Graduate Master/Mistress (SGM) posts.
- (c) The upgrading arrangement of an SAM post to a PAM post for a secondary school with 24 or more classes has ceased since 1 September 2008 upon the enhancement of the graduate teacher ratio. With effect from 1 September 2008, serving PAMs with a recognised degree plus teacher training (or equivalent) may apply for regrading to SGMs to fill up new SGM posts created under the graduate teacher ratio. Upon successful regrading or natural wastage of a serving PAM, the practice of upgrading an SAM post to a PAM post will cease with immediate effect. The respective proportions of SAM, Assistant Master/Mistress (AM) and Certificated Master/Mistress (CM) posts will not be affected by the cessation of this practice. If a serving PAM teacher does not apply for regrading to SGM, he/she can continue to be accommodated in his/her existing rank of PAM holding against an SGM post created under the graduate teacher ratio accordingly. (updated on 1 September 2008)
- (d) With effect from 1 September 1994, 1 post in the rank of Graduate Master/Mistress (GM) is upgraded to SGM for an aided secondary school with 15 or more operating classes.

Language Improvement Measures

Major items of the improvement measures, which are designed to discriminate positively in favour of the use of Chinese as the medium of instruction, and at the same time strengthen the teaching of English and Chinese, are as follows : -

(I) Additional Teachers of English(A) Secondary 1 to 3

- (i) Secondary schools in which full use is made of Chinese as the medium of instruction (MOI) in Secondary 1 to 3 are provided with additional teachers of English to enable English lessons in junior secondary forms to be conducted in smaller classes for more effective teaching. (Any alternative proposals for the deployment of the additional teachers would be subject to the approval of the Permanent Secretary.) The allocation of additional teachers of English to individual schools will be based on the following scale -

Total no. of Secondary 1-3 classes	No. of additional teachers of English
14 or below	1 (1 graduate)
15-23	2 (1 non-graduate, 1 graduate)*
24-29	3 (1 non-graduate, 2 graduates)
30-35	4 (2 non-graduates, 2 graduates)

*See Attachment B1 for principles of calculation.

- (ii) With respect to schools using both English and Chinese as the medium of instruction for different subjects and in different classes, the following rules are applied to determine the number of additional teachers of English to be given -

Let T = Total number of teaching periods in subjects other than language subjects (i.e. English, Chinese, Putonghua, etc), practical and technical subjects (i.e. Visual Arts (formerly known as Art and Design), Home Economics, Design and Technology, Computer Literacy, Physical Education and Music) and Chinese History in Secondary 1 to 3.

Let C = Total number of teaching periods in subjects other than language subjects (i.e. English, Chinese, Putonghua, etc), and practical and technical subjects (i.e. Visual Arts (formerly known as Art and Design), Home Economics, Design and Technology, Computer Literacy, Physical Education and Music) and Chinese History in Secondary 1 to 3 in which Chinese is used as the medium of instruction.

- (1) Secondary Schools with a total of 3-14 Secondary 1 to 3 classes
 - (a) If C is less than 50% of T, no additional teacher of English will be given.
 - (b) If C is 50 % or more of T, one additional graduate teacher of English will be given.
 - (2) Secondary Schools with a total of 15-23 Secondary 1 to 3 classes
 - (a) If C is less than 25% of T, no additional teacher of English will be given.
 - (b) If C is between 25% and 74% of T, one additional non-graduate teacher of English will be given.
 - (c) If C is 75% or more of T, two additional teachers of English (a graduate and a non-graduate) will be given.
 - (3) Secondary School with a total of 24-29 Secondary 1 to 3 classes
 - (a) If C is less than 25% of T, no additional teacher of English will be given.
 - (b) If C is between 25% and 74% of T, two additional teachers of English (a graduate and a non-graduate) will be given.
 - (c) If C is 75% or more of T, three additional teachers of English (2 graduates and a non-graduate) will be given.
 - (4) Secondary Schools with a total of 30-35 Secondary 1 to 3 classes
 - (a) If C is less than 25% of T, no additional teacher of English will be given.
 - (b) If C is between 25% and 74% of T, three additional teachers of English (2 graduates and a non-graduate) will be given.
 - (c) If C is 75% or more of T, four additional teachers of English (2 graduates and 2 non-graduates) will be given.
- (B) Secondary 4 to 5
- (i) To strengthen the teaching of English in senior forms, schools under the following categories are provided with an additional graduate teacher of English -
 - (a) Schools with a total of four or more Secondary 4 to 5 classes and their C to T ratio is equal to or larger than 0.25; or
 - (b) Schools with less than four Secondary 4 and 5 classes and their C to T ratio is equal to or larger than 0.5,

where T = Total number of teaching periods in subjects other than language subjects (i.e. Chinese, English, French, Chinese Literature, English Literature, Putonghua, etc.), practical and technical subjects (i.e. Visual Arts (formerly known as Art and Design), Home Economics, Design and Technology, Computer Studies, Physical Education, Music, etc.) and Chinese History in Secondary 4 and 5.

C = Total number of teaching periods in subjects other than language subjects (i.e. Chinese, English, French, Chinese Literature, English Literature, Putonghua, etc.), practical and technical subjects (i.e. Visual Arts (formerly known as Art and Design), Home Economics, Design and Technology, Computer Studies, Physical Education, Music, etc.) and Chinese History in Secondary 4 and 5 in which Chinese is used as the MOI.)

- (ii) A subject or class will be considered as being taught in Chinese only if all related textbooks, school examinations and tests materials in that subject are also conducted in Chinese.
 - (iii) Heads are reminded that additional teachers of English are provided in order to improve pupils' language ability. This provision must not be exploited to reduce the number of periods taught by any teacher in any subject.
- (C) Schools may opt for encashment of the additional English teaching posts entitled since the 2006/07 school year to enhance the flexibility in the deployment of resources to strengthen the teaching of English. (*updated on 1 November 2012*)

(II) Additional Teaching Spaces

- (i) To enable split-class English Language teaching to be carried out in junior secondary forms, extra accommodation is provided. As the split classes are smaller in size, they can be accommodated in half-sized classrooms. Hence schools eligible for one or more additional teachers of English will be allowed to partition some of their existing classrooms to create the additional rooms required. Individual schools will be informed of the maximum number of classrooms to be partitioned and converted into smaller rooms for split classes in English in accordance with the maximum number of additional teachers of English provided for such classes.
- (ii) The partitioning can either be of a fixed or movable type, depending on the preference of schools. Individual eligible schools will be invited to make application to the Permanent Secretary to carry out the work as a major repairs project.

(III) Additional Teaching Aids

To further support the teaching of English, schools which are eligible for one or more additional teachers of English will be provided with a one-off library grant for the purchase of additional reading materials in English as well as other teaching/learning aids. They may also be provided with a second wirefree induction loop system.

Principles of Calculation of Additional Teachers of English

A standard-sized secondary school (6664422) in which full use is made of Chinese as the medium of instruction in Secondary 1 to 3 will be provided with two additional teachers of English to enable English classes in at least Secondary 1-2 to be split for more effective teaching. The requirement for two additional English teachers is calculated as follows: -

- (a) No. of Secondary 1-2 classes : $6 \times 2 = 12$.
- (b) No. of English periods per class per week (Curriculum Development Committee recommendation) : 7.
- (c) No. of additional English periods necessary for split classes in Secondary 1-2 : $12 \times 7 = 84$.
- (d) Normal 5-day weekly teaching load per English teacher : 30.
- (e) Total no. of additional English teachers required : $84 \div 30 = 3$ (rounded up).
- (f) No. of additional English teachers already approved in September 1982 for remedial teaching in English : 1.
- (g) Therefore no. of additional English teachers to be provided : $3 - 1 = 2$.

With a total of three additional teachers of English, a school should be able to split all the English classes in Secondary 1 and 2 for small-group teaching and have six periods of remedial teaching in Secondary 3.

Manning Scale of Laboratory Technicians

1. The manning scale of Laboratory Technicians is based on the number of practical periods in the whole school in accordance with the number of operating classes and the curricula adopted and calculated as follows: -

$$\text{No. of Laboratory Technicians} = \frac{\text{No. of practical periods per week for the whole school} *}{54}$$

* The number of practical periods per week for the whole school is the sum of the total number of practical periods of the approved classes at the junior secondary levels per week, the total number of practical periods of the science subject groups at the senior secondary levels per week, and the total number of additional practical periods (i.e. 1.3 practical periods multiplied by the number of S1 – S3 approved classes) per week. Schools are advised to refer to the relevant circular currently in force for calculation.

2. The following rules will also apply in the above manning scale : -
- any fraction of a post of Laboratory Technician of half or above will be considered as one post;
 - for a developing school where less than two Laboratory Technician posts are justified, any fraction derived will be considered as one post;
 - the maximum number of Laboratory Technicians should not, in any case, be greater than the number of laboratories in the school.
3. In the calculation of the number of practical periods per week, the following standard numbers of practical periods for different curricula in each of the junior secondary classes / senior secondary science subject groups are to be used : -

Level \ Subject	S1	S2	S3	S4	S5	S6
Science (S1-3)	4	4	4			
Biology (S4-6)				4	4	4
Chemistry (S4-6)				4	4	4
Physics (S4-6)				4	4	4
Integrated Science (S4-6)				4	4	4
Combined Science (S4-6)				4	4	4

The calculation of practical periods is based on 5 teaching days per week and 40 minutes duration per practical period. For schools assigning practical periods less than the “standard numbers” in the table above to each of the junior secondary classes / senior secondary

science subject groups, the actual number of practical periods should be used in working out the manning scale. If the assigned practical periods are more than the “standard numbers” in the table above, the “standard numbers” will be used in the calculation.

4. (a) One of the Laboratory Technician posts provided will be ranked at Laboratory Technician I in a school where there are four or more laboratories and three or more Laboratory Technicians; and
- (b) One Laboratory Technician I post will be provided at the initial stage for a developing school planned to have four or more laboratories and three or more Laboratory Technicians by the third year of its operation.

(updated on 1 September 2017)

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 23 classes.
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 14 and less than 24 classes.
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 14 or fewer classes; OR
 - (b) Deputy head of a secondary school with 15 or more classes in addition to class teaching up to Secondary 6.
(updated on 1 November 2012)
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) In charge of an academic/cultural/practical subject up to HKDSE Examination level; OR
(updated on 1 November 2012)
 - (b) Performing duties of special responsibility; OR
 - (c) Other related duties as may be considered appropriate

in addition to class teaching up to Secondary 6 level in a secondary school. *(updated on 1 November 2012)*

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), including training in secondary school administration / management, 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.

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) Class teacher in a secondary school, and
- (b) Other related duties as may be considered appropriate.

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

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) 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.
 - 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) 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 :
 - (a) 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.
 - (b) If a Principal Assistant Master/Mistress post is vacated upon natural wastage or other reasons (excluding

regrading to Senior Graduate Master/Mistress) during the two-year transition period from 1 September 2008 to 31 August 2010, the school is allowed to fill the vacancy by promoting a serving Senior Assistant Master/Mistress and a Senior Graduate Master/Mistress post should be held against accordingly. Senior Assistant Master/Mistress will be eligible for consideration for promotion to Principal Assistant Masters/Mistresses after they have served for at least two years in the post in an aided secondary school or, since 1 September 1990, in a caput or private school or bought place school bound by contract, and undertaken training course(s) specified by or acceptable to the Permanent Secretary.

(updated on 1 September 2008)

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.
 - 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 :

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.

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.
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.

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 2008)

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 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 2018)

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 speech therapists, etc.; and
 - To promote home-school co-operation in child

* 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.

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 - 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 2018*)