

EDUCATION BUREAU
CIRCULAR MEMORANDUM NO. 1/2022

From : Permanent Secretary for Education To : Heads of government and aided
Ref. : EDB(HRM)/PER/10/2 primary and secondary schools;
Tel. : 3509 8497 Heads of primary and secondary
Fax. : 2893 1976 schools under the Direct
Date : 28 January 2022 Subsidy Scheme;
Heads of special schools;
Heads of divisions/sections

Staff Interflow Schemes 2022
(i) Annual Teacher Secondment Exercise
(ii) Scheme of Voluntary Postings to Schools
(iii) Cross-grade Posting Scheme

(Note : This Circular Memorandum should be read by heads and teachers of primary, secondary and special schools in the government and aided sectors and schools under the Direct Subsidy Scheme; heads of divisions/sections and non-teaching departmental grade officers in the Education Bureau.)

Summary

This Circular Memorandum invites applications from heads and teachers of primary, secondary and special schools in the government and aided sectors and schools under the Direct Subsidy Scheme as well as non-teaching departmental grade officers from the Education Bureau (EDB) to participate in the following schemes —

- (a) Annual Teacher Secondment Exercise;
- (b) Scheme of Voluntary Postings to Schools for Non-teaching Departmental Grade Officers at Basic Rank; and
- (c) Cross-grade Posting Scheme.

Officers who are willing and committed to building on the strength of their experience and ready to make contributions in new areas of work are welcome to apply.

Interflow Schemes

2. To facilitate cross-fertilisation of experience and expertise and to enhance overall professionalism of the education sector, EDB has been operating three major voluntary staff interflow schemes. The objectives and target officers of these interflow schemes are as follows —

(a) **Annual Teacher Secondment Exercise**

This scheme provides an excellent opportunity for cross-exchange of expertise and experience, and enhances partnership between EDB and schools. Starting from the 2010/11 school year, the Collaborative Research and Development (“Seed”) Projects (which is on a full/part-time basis) and the IT in Education Centre of Excellence Scheme (which is on a part-time basis) have been subsumed under the Annual Teacher Secondment Exercise.

Details of the secondment positions under the 2022 Annual Teacher Secondment Exercise are at **Appendix A**.

(b) **Scheme of Voluntary Postings to Schools for Non-teaching Departmental Grade Officers at Basic Rank**

This scheme is designed to enable basic rank officers in non-teaching grades (i.e. Assistant Inspector (Graduate), Assistant Inspector (Non-graduate), Assistant Education Officer (Administration) and Education Assistant) to take up teaching posts in government and aided schools. It aims to benefit the officers concerned and the education service as a whole by focusing on enhancing cross-fertilisation of professional expertise in the school setting.

(c) **Cross-grade Posting Scheme**

Through cross-grade postings within EDB, this scheme provides the opportunity for departmental grade officers (both teaching and non-teaching) to widen their vision, experience and knowledge; develop their potential and professionalism; and improve their adaptability to changing environments.

3. Participants and supervisors generally found the interflow schemes very effective in broadening an officer’s vision, experience and knowledge; developing one’s potential and professionalism; and improving one’s adaptability to the changing work environments. Supervisors are requested to render support to their staff in taking part in the interflow schemes.

How to Apply

4. Except for officers who are employed on probation/trial/non-civil service contract terms in EDB and teachers who are employed on temporary contract terms, eligible officers or schools may apply to join the respective interflow schemes by completing the following forms —

- (a) Annual Teacher Secondment Exercise —
 - (i) Secondment positions at Appendices A(1) to A(25) —

- Application Form at **Appendix B with Annexes 1 & 3**
- (ii) “Seed” Projects at Appendix A(26) – Application Form at **Appendix B with Annexes 2 & 3 and Appendix C**
 - (iii) IT in Education Centre of Excellence Scheme at Appendix A(27) – Application Form at **Appendix B with Annex 3 and Appendix D**

Applicants can apply for not more than one scheme/project listed in (i) to (iii) above.

- (b) Scheme of Voluntary Postings to Schools for Non-teaching Departmental Grade Officers at Basic Rank – Application Form at **Appendix B with Annex 3**
- (c) Cross-grade Posting Scheme – Application Form at **Appendix B only (without annex)**

Eligible applicants may indicate in the application form more than one interflow scheme they wish to be considered. The Government Schools Section will be consulted on applications from Government School applicants.

Validity Period of Application

5. Applications for secondment positions under the Annual Teacher Secondment Exercise are valid for the current exercise only. Applications for the other interflow schemes are valid for two years counting from the date of application. An application will lapse automatically if a posting cannot be arranged within the two-year validity period. If after submitting an application, the applicant decides to withdraw it, he/she should notify the Human Resource Management Unit of EDB (Address: 4/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong) in writing as soon as possible.

Closing Date of Applications

6. The deadline for application under the Annual Teacher Secondment Exercise is **10 March 2022** while applications under the other two interflow schemes may be made any time during the course of the year. However, school heads or teachers who wish to be considered for cross-grade posting to EDB and non-teaching departmental grade staff who wish to take up teaching posts commencing August/September 2022 have to submit their applications to EDB **on or before 10 March 2022**. Normally, late applications will not be considered. Applicants should submit all completed application forms on or before the deadline for application through one of the means below –

- (a) by post to the Human Resource Management Unit of the Education Bureau on 4/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (the postmark date on the envelope will be regarded as the date of submission of application). Applicants should ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the

Hongkong Post; or

- (b) by hand to the Education Bureau's drop-in box (Box no.: EDB03 — Staff Interflow Schemes 2022) located at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. The drop-in box is normally open for use from 8:00 a.m. to 7:00 p.m. from Mondays to Fridays (except public holidays).

7. Applications for voluntary postings to school and applications for cross-grade postings submitted after 10 March 2020 shall remain valid. Applicants concerned need not submit fresh application unless they wish to revise their original preferences.

Duration and Timing of Interflow

8. Normally, the duration of interflow should not exceed one year. If adjustment to the end date becomes necessary later on, this should be made known to the participant as early as possible, preferably at least one month before the original end date of the interflow.

9. On completion of the interflow, participants from the aided sector or from schools under the Direct Subsidy Scheme will return to a post in his/her employing organisation. Participants who are government officers will either resume his/her posting prior to the interflow or be transferred to another post in his/her own rank/grade.

10. The timing of interflow involving teaching staff or teaching posts normally synchronises with the school year. To avoid disruption to students and school operations, officers accepting a teaching post must be prepared to commit themselves to serving the full period of interflow. Request for early reversion by the participant during the school year will not normally be considered.

11. Officers who are undergoing any type of interflow and who wish to stay in their present position for a further period have to submit a fresh application. Renewal or extension of an interflow arrangement will be subject to genuine operational needs and dealt with separately on a case by case basis.

Placement and Selection of Applicants

12. To maximise the benefits of cross-fertilisation of experience and expertise to the participating officers and divisions/schools, preference will be given to officers who —

- (a) have stayed in his/her current post for at least two years before the date of commencement of interflow;
- (b) on completion of interflow, will have more than three years to serve before reaching the age of normal retirement; and
- (c) have not joined any interflow schemes for the past five years.

13. Applicants for the Annual Teacher Secondment Exercise will be shortlisted for selection interviews to be conducted by the host divisions. They may assume that their applications are unsuccessful if they do not hear from us by **30 April 2022**. For the other interflow schemes, initial matching will be worked out centrally by EDB based on the applications received and positions available. Before a posting is confirmed, an interview between the applicant and the prospective host division/school may be arranged where necessary.

14. Successful participants should be prepared to attend induction/familiarisation programmes which may be organised by the host offices before the interflow commences.

Relief Arrangement

15. Under the Annual Teacher Secondment Exercise and Scheme of Voluntary Postings to Schools for Non-teaching Departmental Grade Officers at Basic Rank, the parent school/division of a successful applicant will be provided with funds to employ a substitute teacher at basic rank or non-civil service contract staff. For part-time secondment cases, the funding to be provided will be on a pro-rata basis.

16. Under no circumstances should acting appointment be made to cover the absence of an officer released for interflow under the schemes listed in this Circular Memorandum.

Terms and Conditions of Interflow

17. The terms and conditions of secondment/posting under the interflow schemes for (a) staff of the aided sector and schools under the Direct Subsidy Scheme and (b) officers of EDB are set out at **Appendices E(1)** and **E(2)** respectively.

Enquiries

18. For ease of reference, a summary of the arrangements for the three interflow schemes is at **Appendix F**.

19. Enquiries concerning the interflow schemes may be directed to Executive Officer (Human Resource Management) at 3509 8497 (e-mail:exohrm@edb.gov.hk). For further information about the secondment positions under the Annual Teacher Secondment Exercise, please contact the subject officers in the respective sections/project teams listed at **Appendix A**.

Mike CHENG
for Permanent Secretary for Education

c.c. Branch Heads

Education Bureau
Annual Teacher Secondment Exercise
(2022/23 School Year)

List of Secondment Positions

Division/Office	Area/Project	Appendix
Curriculum Development Institute	Chinese Language Education	A(1)
	Kindergarten and Primary	A(2)
	Mathematics Education	A(3)
	Moral, Civic and National Education (Section 1)	A(4)
	Moral, Civic and National Education (Section 2)	A(5)
	Physical Education	A(6)
	Personal, Social and Humanities Education (Chinese History)	A(7)
	Personal, Social and Humanities Education (History)	A(8)
	Special Educational Needs	A(9)
	Technology Education (STEM Education Centre)	A(10)
	Technology Education (Primary General Studies)	A(11)
	Technology Education (Primary Language Subjects)	A(12)
	Technology Education (Primary Mathematics)	A(13)
	Technology Education (Health Management and Social Care)	A(14)
Education Infrastructure Division	Assessment and Hong Kong Examinations and Assessment Authority (Assessment Design and Assessment Literacy (STAR/WLTS))	A(15)
	Information Technology in Education	A(16)
	Quality Education Fund Secretariat(Team 1)	A(17)
	Quality Education Fund Secretariat(Team 2)	A(18)

Education Bureau
Annual Teacher Secondment Exercise
(2022/23 School Year)

List of Secondment Positions

Division/Office	Area/Project	Appendix
Information Technology Management Division	Systems and Information Management	A(19)
Curriculum Support Division	Language Learning Support	A(20)
	School-based Curriculum Development (Secondary)	A(21)
	School-based Professional Support	A(22)
	Students Mainland Exchange Programme	A(23)
School Development Division	Career Guidance	A(24)
School Administration Division	Guidance and Discipline	A(25)
Curriculum Development Institute	Collaborative Research and Development (“Seed”) Projects	A(26)
Education Infrastructure Division	IT in Education Centre of Excellence Scheme	A(27)

**Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)**

**Curriculum Development Institute
Chinese Language Education Section**

Work of the Section

The Chinese Language Education (CLE) Section is responsible for curriculum development related to Chinese Language education as well as organising professional development programmes for teachers, developing learning and teaching resources to support schools and teachers in the implementation of curriculum policies and innovations.

Main duties of secondees

- (a) To develop learning and teaching resources for cultivating in students an appreciation of Chinese literature and classics; and support the try-out of these resources in schools;
- (b) To organise professional development programmes (e.g. seminars, workshops, Mainland study tours) and co-curricular activities for promoting the learning of Chinese language, literature and culture; and
- (c) To conduct school visits/focus group interviews to collect and consolidate good practices in schools.

Normal working locations

The normal working place is the office of the CLE Section at Wu Chung House, Wan Chai. Secondees may also be required to work in other locations, such as schools, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving AEOs/EOs/GMs/SGMs of secondary schools in the government or aided sector or schools under the Direct Subsidy Scheme. They should have a Bachelor degree/Master degree/Doctoral degree majoring in Chinese Language/Literature (including Translation or Linguistics) or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2022) of full-time teaching experience in the Chinese Language subject at secondary level.

Remarks

- (a) The application is for full-time secondment.
- (b) Priority will be given to applicants with teaching experience in Putonghua.

Enquiries

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**Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)**

**Curriculum Development Institute
Kindergarten and Primary Section**

Work of the Section

The Kindergarten and Primary Section is responsible for whole school curriculum development work on kindergarten education, primary education and Primary General Studies. In supporting curriculum implementation, a wide range of professional development programmes is organised for kindergarten and primary school heads, curriculum leaders and teachers apart from developing learning and teaching resources, vetting of textbooks and updating curriculum documents.

Main duties of secondees

- (a) To develop learning and teaching resource materials for topics listed in General Studies Curriculum Guide for Primary Schools (Primary 1 to Primary 6) and conduct tryouts;
- (b) To assist in organising and conducting teacher professional development programmes of General Studies; and
- (c) To build network with schools and share experiences on curriculum development and good practices in implementation of the General Studies curriculum with frontline teachers.

Normal working locations

The normal working place is the office of the Kindergarten and Primary Section at Wu Chung House, Wanchai. Secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving teachers of primary schools in the government or aided sector or schools under the Direct Subsidy Scheme. They should have no less than three years (as at 31 August 2022) of full-time teaching experience in General Studies.

Remarks

The secondment is for full-time secondment.

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Mathematics Education Section

Work of the Section

The Mathematics Education Section is responsible for planning and coordinating the implementation and review of the Mathematics Education Key Learning Area Curriculum. It provides advice on the curriculum development matters and gives support to schools on the implementation of curriculum policies.

Main duties of secondees

- (a) To develop, compile and try-out learning and teaching (L&T) resources and new L&T strategies to support the implementation of the revised junior secondary Mathematics curriculum;
- (b) To provide support to schools under the measures on optimising senior secondary Mathematics;
- (c) To assist in organising and conducting teachers' professional development programmes in Mathematics and STEM education;
- (d) To provide professional services related to Mathematics education, such as participating/assisting in committees and task groups, providing professional inputs and support in "Seed" projects, and supporting the organisation of student activities, etc.;
- (e) To develop a learning community with Mathematics teachers from different schools, as well as to share experiences and good practices in curriculum development with front-line teachers; and
- (f) To promote new initiatives in learning and teaching of Mathematics and STEM education, including mathematical modelling, higher-order thinking skills, and information literacy.

Normal working locations

The normal working place is Mathematics Education Section at 4/F, Kowloon Government Offices, 405 Nathan Road, Yau Ma Tei, Kowloon. Secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving AEOs/GMs (or above) of secondary schools in the government or aided sector or schools under the Direct Subsidy Scheme. They should have a relevant university degree majoring in Mathematics / Mathematics Education and no less than three years (as at 31 August 2022) of full-time teaching experience in Mathematics at the secondary school level.

Remarks

- (a) The application is for full-time secondment.
- (b) Candidates with experiences in development of learning and teaching materials for Mathematics education are preferred.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Mathematics Education Section

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Moral, Civic and National Education Section
Section 1

Work of the Section

The Moral, Civic and National Education (MCNE) Section 1 is responsible for curriculum development related to Values Education, organising professional development programmes (PDPs), developing learning and teaching resources and organising student activities to support schools and teachers in the implementation of curriculum policies and innovations, as well as the building of positive campus learning environment.

Main duties of secondees

- (a) To develop and try out learning and teaching resources related to values education, including anti-drug education, sex education, life education, media and information literacy education, Chinese culture and virtues learning, etc;
- (b) To carry out school visits for exploration of good school implementation practices;
- (c) To share experience in curriculum development and implementation of values education with frontline teachers in the professional development programmes; and
- (d) To participate in organizing activities related to the My Pledge to Act and its “ambassadors” scheme.

Normal working locations

The normal working place is the MCNE Section 1 at 4/F, Kowloon Government Offices, 405 Nathan Road, Kowloon. Secondees may also be required to work in other locations, such as schools and education services centres, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving teachers of primary or secondary schools in the government, aided sector or schools under the Direct Subsidy Scheme. They should have no less than three years (as at 31 August 2022) of full-time teaching experience in Values Education.

Remarks

- (a) The application can be full-time or half-time secondment.
- (b) Candidates with experiences in designing and implementing curriculum related to Values Education, including anti-drug education, sex education, life education, media and information literacy education, Chinese culture and virtues learning, are preferred.

Enquiries

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**Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)**

**Curriculum Development Institute
Moral, Civic and National Education Section
Section 2**

Work of the Section

The Moral, Civic and National Education (MCNE) Section 2 is responsible for curriculum development related to values education as well as organising professional development programmes for teachers, developing learning and teaching resources and organising life-wide learning activities to support schools and teachers in the implementation of curriculum policies and innovations.

Main duties of secondees

- (a) To render professional support for partner schools of learning circle on the implementation of school-based values education (e.g. national education);
- (b) To develop learning and teaching resources related to values education;
- (c) To share experience in curriculum development and implementation of values education through assisting in organising professional development programmes for teachers and serving as speakers; and
- (d) To assist in organising life-wide learning activities related to values education for enriching students' learning experiences.

Normal working locations

The normal working place is the office of the MCNE Section 2 at the EDB Kowloon Tong Education Services Centre. Secondees may also be required to work in other locations, such as schools, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving teachers of primary or secondary schools in the government or aided sector or schools under the Direct Subsidy Scheme. They should have no less than three years (as at 31 August 2022) of full-time teaching experience in values education.

Remarks

The application is for full-time secondment.

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Physical Education Section

Work of the Section

The Physical Education (PE) Section is responsible for curriculum development related to PE as well as organising professional development programmes for teachers, coordinating different stakeholders to provide students activities (such as students activities under “Active Students, Active People” (ASAP) Campaign) to help students develop an active and healthy lifestyle, developing learning and teaching resources to support schools and teachers in the implementation of curriculum policies and innovations.

Main duties of secondees

- (a) To develop, compile and try out learning and teaching (L&T) resources and new L&T strategies to support the implementation of the ASAP Campaign;
- (b) To assist in organising and conducting teachers’ professional development programmes in PE;
- (c) To provide professional services related to PE, such as participating/assisting in committees and task groups, providing professional inputs and supports in Seed projects, and supporting the organisation of student activities, etc; and
- (d) To build network with schools and share experiences on curriculum development and good practices in implementation of the PE curriculum with frontline teachers.

Normal working locations

The normal working place is the office of PE Section at 3/F, 323 Java Road, North Point. Secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving teachers of primary or secondary schools in the government or aided sector or schools under the Direct Subsidy Scheme. They should have a Bachelor degree/Master degree/Doctoral degree majoring in PE or equivalent (such as Sports Science), and a postgraduate diploma/certificate in education or equivalent, and no less than 3 years (as at 31 August 2022) of full-time teaching experience in the PE.

Remarks

The application is for full-time secondment.

Enquiries

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**Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)**

**Curriculum Development Institute
Personal, Social and Humanities Education Section
(Chinese History)**

Work of the Section

The Personal, Social and Humanities Education (PSHE) Section is responsible for giving advice on related curriculum development matters and developing learning and teaching resources to give support to schools and teachers in the implementation of curriculum policies and innovations.

Main duties of secondees

- (a) To review and develop the resource materials related to the revised Junior Secondary Chinese History Curriculum;
- (b) To assist in organizing teacher development programmes, share experiences and good practices in curriculum development and implementation;
- (c) To organize learning community so as to facilitate the professional collaboration and sharing among Chinese History teachers;
- (d) To develop and promote self-learning materials for students and the Chinese History e-learning platform;
- (e) To assist in organizing students learning activities for the promotion of Chinese History.

Normal working locations

The normal working place is the PSHE Section at 1319, 13/F, Wu Chung House, Wanchai. Secondees may also be required to work in other locations, such as schools, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving AEOs/EOs/GMs/SGMs of secondary schools in the government or aided sector or under the Direct Subsidy Scheme. They should have a Bachelor degree/ Master degree/ Doctoral degree majoring in Chinese History/ History or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2022) of full-time teaching experience in the Chinese History/ History subject at secondary levels.

Remarks

The application can be for full-time or half-time secondment.

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Personal, Social and Humanities Education
History

Work of the Section

The Personal, Social and Humanities Education (PSHE) Section is responsible for giving advice on related curriculum development matters and developing learning and teaching resources to give support to schools and teachers in the implementation of curriculum policies and innovations.

Main duties of secondees

- (a) To develop and try out learning and teaching resources of the revised junior secondary History curriculum;
- (b) To provide professional sharing in professional development activities for teachers on how to plan and develop a balanced and coherent curriculum that can give students a comprehensive understanding of the historical development of our world;
- (c) To develop and try out learning and teaching materials for source-based history study (including e-learning resources) so as to enhance students' learning interest and facilitate inquiry learning in History; and
- (d) To develop a learning network for History teachers to try out the designed learning and teaching materials, facilitate professional dialogues between networked schools, and share experiences and good practices in curriculum development and implementation to all schools.

Normal working locations

The normal working place is the PSHE Section office at Room 1319 of Wu Chung House in Wanchai. Secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving AEOs/EOs/GMs/SGMs of secondary schools in the government or aided sector or under the Direct Subsidy Scheme. They should have a Bachelor degree/Master degree/Doctoral degree majoring in History or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2022) of full-time teaching experience in History at secondary level(s).

Remarks

The application can be for full-time or half-time secondment. The secondnee should implement and evaluate the designed History learning and teaching materials in their original school. They are expected to conduct collaborative lesson planning with teachers, and take part in lesson observation etc.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Personal, Social and Humanities Education
History

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Special Educational Needs Section

Work of the Section

The Special Educational Needs (SEN) Section aims at giving advice to schools on curriculum development matters for students with intellectual disabilities, organising professional development programmes as well as developing learning and teaching resources to support special schools and teachers in the implementation of curriculum policies and innovations.

Main duties of secondees

Seconded teachers may be deployed to assist in or undertake the following curriculum development and support duties in relation to the adaptation and implementation of the Citizenship and Social Development curriculum for students with ID (Secondary 4 – 6):

- (a) To assist in adapting the curriculum by drawing reference to the respective curriculum documents and teaching resources issued by the Education Bureau (EDB) in order to cater the special learning needs of students with ID;
- (b) To develop and try out learning and teaching materials on Citizenship and Social Development curriculum, such as examples of teaching design, learning activities etc., with a view to catering for learner diversity;
- (c) To conduct school visits to collect and consolidate good practices so as to enhance an effective implementation of Citizenship and Social Development curriculum in special schools admitting students with ID; and
- (d) To establish a professional learning network for Citizenship and Social Development teachers of special schools admitting students with ID, facilitate professional dialogues between networked schools, and share experiences in curriculum development and implementation to all schools.

Normal working locations

The normal working place is the office of the SEN Section at Room 1325, 13/F., Wu Chung House, Wanchai. Secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving teachers of special schools in the aided sector. They should have no less than 3 years (as at 31 August 2022) of full-time teaching experience at senior secondary level in special schools admitting students with ID.

Remarks

The secondment is on full-time basis.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Special Educational Needs Section

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Technology Education Section
(STEM Education Centre)

Work of the Section

The Technology Education (TE) Section of the Curriculum Development Institute aims at giving support to schools in the implementation of curriculum policies and innovations related to TE Key Learning Area (KLA) including the promotion of STEM education.

To further support schools to promote STEM education, the STEM Education Centre (the Centre) was set up at the Arts and Technology Education Centre (ATEC) in Lok Fu on 26 October 2017. The TE Section works closely with the Centre which major services provided are:

- Maker Space equipped with more advanced equipment
- Professional Development Programmes for Teachers
- Student Learning Activities such as competitions
- Support on the partner schools in the regional school network

Main duties of secondees

- (a) To organise STEM-related learning activities for students including STEM competitions;
- (b) To provide technical advice for students' project work and teachers on using the equipment in the Maker Space of the Centre;
- (c) To organise STEM-related professional development programmes, as well as support services for teachers;
- (d) To render professional support for some partner schools on implementation of STEM education; and
- (e) To assist in the arrangement of related promotion activities or events.

Normal working locations

The normal working place is STEM Education Centre in the Arts and Technology Education Centre at 145 Junction Road, Lok Fu, Kowloon. Secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving AEOs/GMs (or above) of secondary schools (including special schools) in the government or aided sector or schools under the Direct Subsidy Scheme. They should have a Bachelor degree/Master degree/Doctoral degree in Technology/STEM-related disciplines and a postgraduate diploma/certificate in education, or equivalent; and no less than four years (as at 31 August 2022) of full-time teaching experience in STEM-related subjects at the secondary level. Priority will be given to candidates who have full-time teaching experience in Design and Technology related subjects at the secondary level.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Technology Education Section
(STEM Education Centre)

Remarks

- (a) The application can be for full-time or half-time secondment.
- (b) Priority will be given to candidates who are familiar with the use of relevant equipment in Design and Technology Workshop and with rich experience in implementation of STEM education in schools.

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Technology Education Section
(Primary General Studies)

Work of the Section

The Technology Education (TE) Section of the Curriculum Development Institute aims at giving support to schools in the implementation of curriculum policies and innovations related to TE Key Learning Area (KLA) including Computational Thinking – Coding Education (CT-CE).

Main duties of secondees

Seconded teachers may be deployed to assist in or undertake the following curriculum development and support duties in relation to promoting CT-CE at upper primary level:

- (a) To assist in planning and organising professional development programmes (PDP) related to CT-CE, and to apply CE in learning and teaching of General Studies;
- (b) To develop, compile and try out learning and teaching resources related to CT-CE, such as teaching exemplars, learning and assessment materials, etc. in support of the implementation of coding education;
- (c) To collect and disseminate good practices and provide professional support to schools;
- (d) To foster networking with school heads, curriculum leaders, teachers and the learning community;
- (e) To provide professional services related to CT-CE, such as participating in committees and task groups, conducting consultation, etc.; and
- (f) To assist in coordinating the liaison with external parties to organise teacher training events and facilitate sharing of learning and teaching resources to promote CT-CE.

Normal working locations

The normal working place is the Technology Education Section at the EDB Kowloon Tong Education Services Centre. Secondees may also be required to work in other locations, such as schools, to be determined by the supervisor in the light of service needs.

Entry Requirements

Candidates should be serving teachers of primary schools in the government or aided sector or schools under the Direct Subsidy Scheme. They should have no less than four years (as at 31 August 2022) of full-time teaching experience in General Studies or Computer/IT lesson with implementation of CT-CE in school. Preference may be given to candidates who possess good practices in teaching coding education or applying coding education in General Studies.

Remarks

The secondment is on a half-time basis.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Technology Education Section
(Primary General Studies)

Enquiries

Mr LUI Kam-ming, Michael

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Technology Education Section
(Primary Language Subjects)

Work of the Section

The Technology Education (TE) Section of the Curriculum Development Institute aims at giving support to schools in the implementation of curriculum policies and innovations related to TE Key Learning Area (KLA) including Computational Thinking – Coding Education (CT-CE).

Main duties of secondees

Seconded teachers may be deployed to assist in or undertake the following curriculum development and support duties in relation to promoting CT-CE at upper primary level:

- (a) To assist in planning and organising professional development programmes (PDP) related to CT-CE, and to apply CE in learning and teaching of Language;
- (b) To develop, compile and try out learning and teaching resources related to CT-CE, such as teaching exemplars, learning and assessment materials, etc. in support of the implementation of coding education;
- (c) To collect and disseminate good practices and provide professional support to schools;
- (d) To foster networking with school heads, curriculum leaders, teachers and the learning community;
- (e) To provide professional services related to CT-CE, such as participating in committees and task groups, conducting consultation, etc.; and
- (f) To assist in coordinating the liaison with external parties to organise teacher training events and facilitate sharing of learning and teaching resources to promote CT-CE.

Normal working locations

The normal working place is the Technology Education Section at the EDB Kowloon Tong Education Services Centre. Secondees may also be required to work in other locations, such as schools, to be determined by the supervisor in the light of service needs.

Entry Requirements

Candidates should be serving teachers of primary schools in the government or aided sector or schools under the Direct Subsidy Scheme. They should have no less than four years (as at 31 August 2022) of full-time teaching experience in Chinese / English Language subjects or Computer/IT lesson with implementation of CT-CE in school. Preference may be given to candidates who possess good practices in teaching coding education or applying coding education in Language subjects.

Remarks

The secondment is on a half-time basis.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Technology Education Section
(Primary Language Subjects)

Enquiries

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**Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)**

**Curriculum Development Institute
Technology Education Section
(Primary Mathematics)**

Work of the Section

The Technology Education (TE) Section of the Curriculum Development Institute aims at giving support to schools in the implementation of curriculum policies and innovations related to TE Key Learning Area (KLA) including Computational Thinking – Coding Education (CT-CE).

Main duties of secondees

Seconded teachers may be deployed to assist in or undertake the following curriculum development and support duties in relation to promoting CT-CE at upper primary level:

- (a) To assist in planning and organising professional development programmes (PDP) related to CT-CE, and to apply CE in learning and teaching of Mathematics;
- (b) To develop, compile and try out learning and teaching resources related to CT-CE, such as teaching exemplars, learning and assessment materials, etc. in support of the implementation of coding education;
- (c) To collect and disseminate good practices and provide professional support to schools;
- (d) To foster networking with school heads, curriculum leaders, teachers and the learning community;
- (e) To provide professional services related to CT-CE, such as participating in committees and task groups, conducting consultation, etc.; and
- (f) To assist in coordinating the liaison with external parties to organise teacher training events and facilitate sharing of learning and teaching resources to promote CT-CE.

Normal working locations

The normal working place is the Technology Education Section at the EDB Kowloon Tong Education Services Centre. Secondees may also be required to work in other locations, such as schools, to be determined by the supervisor in the light of service needs.

Entry Requirements

Candidates should be serving teachers of primary schools in the government or aided sector or schools under the Direct Subsidy Scheme. They should have no less than four years (as at 31 August 2022) of full-time teaching experience in Mathematics or Computer/IT lesson with implementation of CT-CE in school. Preference may be given to candidates who possess good practices in teaching coding education or applying coding education in Mathematics.

Remarks

The secondment is on a half-time basis.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Development Institute
Technology Education Section
(Primary Mathematics)

Enquiries

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**Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)**

**Curriculum Development Institute
Technology Education Section
(Health Management and Social Care)**

Work of the Section

The Technology Education (TE) Section of the Curriculum Development Institute aims at giving support to schools in the implementation of curriculum policies and innovations related to TE Key Learning Area (KLA)

Main duties of secondees

Seconded teachers may be deployed to assist in or undertake the following curriculum development and support duties in Health Management and Social Care (HMSC) of the TE KLA:

- (a) To update HMSC resource materials;
- (b) To assist in the development of HMSC assessment items
- (c) To develop, compile and try out curriculum support resources, such as teaching exemplars, learning and assessment materials as well as to provide support in the implementation of HMSC including different modes of curriculum organisation, pedagogies and assessment strategies;
- (d) To collect and disseminate good practices and provide professional support to schools; and
- (e) To assist in organising and conducting teacher professional development programmes

Normal working locations

The normal working place is the Technology Education Section at the EDB Kowloon Tong Education Services Centre. Secondee may also be required to work in other locations, such as schools, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving AEOs/GMs (or above) of secondary schools in the government or aided sector or under the Direct Subsidy Scheme. They should have no less than four years (as at 31 August 2022) of full-time teaching experience in HMSC. Preference will be given to applicants who have good experiences in leading HMSC panel.

Remarks

The secondment is on a full-time basis.

Enquiries

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**Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)**

**Education Infrastructure Division
Assessment and Hong Kong Examinations and Assessment Authority(HKEAA) Section
(Assessment Design and Assessment Literacy (STAR/WLTS))**

Work of the Section

- To implement and oversee the Basic Competency Assessment (BCA), including the Territory-wide System Assessment (TSA), Student Assessment Repository (STAR) and Web-based Learning and Teaching Support (WLTS);
- To develop and provide learning and teaching support materials for needs identified in assessment;
- To promote assessment for learning and strengthen assessment literacy of schools and teachers; and
- To coordinate and communicate with the school sector and other stakeholders of the BCA, monitor public response and formulate PR strategies for the projects;
- To contribute towards general assessment issues.

Main duties of secondees

- (a) To design quality and innovative assessment tasks and items and learning and teaching resources for the STAR and WLTS platforms covering the full curriculum with reference to respective curriculum documents issued by the Education Bureau (EDB);
- (b) To assist from subject expertise angle in the validation process for assessment tasks and items, data collection and data analysis for the STAR platform;
- (c) To assist in organising and conducting professional development programmes on enhancement of assessment literacy of teachers at primary/secondary levels, especially in the field of the good use of assessment data and the incorporation of e-assessment platforms into the daily routine learning-teaching-assessment cycle at individual schools.
- (d) To perform other duties as assigned by the supervisor(s).

Normal working locations

The normal working place is 27/F, Kwun Tong View, 410 Kwun Tong Road, Kwun Tong, Kowloon. Secondees may also be required to work in other locations, such as schools or Kowloon Tong Education Services Centre, to be determined by the supervisor in the light of service needs.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Education Infrastructure Division
Assessment and Hong Kong Examinations and Assessment Authority(HKEAA) Section
(Assessment Design and Assessment Literacy (STAR/WLTS))

Entry Requirements

Applicants should be serving teachers of primary or secondary schools in the government or aided sector or schools under the Direct Subsidy Scheme. They should have :-

- a Bachelor's degree in Chinese Language / English Language / Mathematics / Chinese Language Education / English Language Education / Mathematics Education from a Hong Kong tertiary educational institution, or equivalent;
- a certificate in education from a Hong Kong tertiary educational institution, or equivalent;
- at least 5 years (as at 31 August 2022) of full-time teaching experience in the subject of Chinese Language / English Language / Mathematics at primary and/or secondary level(s);
- solid grasp of strategies to implement the Chinese Language / English Language / Mathematics Education Curriculum of Hong Kong; and
- experience in developing school-based Chinese Language / English Language / Mathematics curriculum, learning resources and assessment tasks and items at primary and/or secondary level(s).

Remarks

Secondment must be on full-time basis

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Education Infrastructure Division
Information Technology(IT) in Education Section

Work of the Section

The IT in Education Section is responsible for supporting schools and providing professional advice to teachers to enhance their know-how in using IT in Education and build up their IT capacity.

Main duties of secondees

- (a) To facilitate the implementation of the “IT in Education Centre of Excellence (CoE) Scheme”;
- (b) To promote community-wide culture and provide professional support on the use of IT in education (including effective use of e-learning in the blended mode of learning and teaching under the “new normal”) through teacher training programmes;
- (c) To provide subject-related professional services, such as coordinating relevant subject teachers and professionals to solicit their views on IT in Education and participating in various focus groups as secretaries or members;
- (d) To conduct school visits and follow-up visits and offer on-site / online remote support to other schools on pedagogical, technological as well as managerial issues related to IT in Education;
- (e) To line up schools to form district-based/territory-wide teacher learning communities / communities of practice so as to facilitate the collaboration among teachers on promoting and enhancing the use of IT in learning and teaching;
- (f) To provide professional support, monitor and evaluate the development and implementation of school-based IT and e-learning projects (including school-based “Bring Your Own Device” policy) in schools as well as gather good practices from schools;
- (g) To facilitate teachers to make use of e-assessment to enhance assessment for learning and self-directed learning; and
- (h) To promote information literacy and provide support in parent education in the context of e-learning and e-safety.

Normal working locations

The normal working place is IT in Education Section at Education Bureau Kowloon Tong Education Services Centre. Secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving teachers or heads (up to Headmaster II/Principal II level) of primary or secondary schools (including special schools) in the government or aided sector as well as schools under the Direct Subsidy Scheme. They should have no less than 3 years (as at 31 August 2022) of full-time teaching experience in using IT for learning and teaching at primary or secondary level. Preference will be given to applicants who have experiences in leading their own school’s IT in Education development. We will consider applications from nominees who have joined any interflow schemes in the past in view of the nature of the CoE Scheme.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Education Infrastructure Division
Information Technology(IT) in Education Section

Remarks

Each school has to provide **one** serving teacher to be the full-time secondee. Applicant should indicate clearly in the application form their major and minor subjects of teaching in the past three school years as secondees' teaching experience and subjects taught will be highly relevant to the professional support duties assigned to them.

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Education Infrastructure Division
Quality Education Fund Secretariat
Team 1

Work of the Section

The Quality Education Fund (QEF) was set up in 1998 with an allocation of \$5 billion to fund worthwhile initiatives on a pilot basis and one-off projects that aim to raise the quality of education and to promote quality education at kindergarten, primary, secondary and special education sectors. The QEF Secretariat is responsible for providing secretarial support to the Fund.

Main duties of secondees

- (a) To assist in processing QEF applications, monitoring the progress of QEF funded projects and compiling project evaluation reports;
- (b) To provide support to the operation of Assessment and Monitoring Sub-committee;
- (c) To assist in organizing briefing sessions, consultations sessions and workshops to publicise the QEF;
- (d) To assist in reviewing and refining application, assessment and monitoring mechanism; and
- (e) To assist in reviewing and revising application and project evaluation documents.

Normal working locations

The normal working place is Room 403, 4/F., No 14 Taikoo Wan Road, Taikoo Shing, Hong Kong. Secondees may also be required to work in other locations such as schools to be determined by the supervisor(s) in the light of service needs.

Entry Requirements

Applicants should be serving teachers of primary or secondary schools (including special schools) in the government or aided sector as well as schools under the Direct Subsidy Scheme. They should have no less than 4 years (as at 31 August 2022) of full-time teaching experience at primary or secondary level.

Remarks

Applicants should indicate clearly in the application form their major and minor subjects of teaching in the past 4 school years.

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Education Infrastructure Division
Quality Education Fund Secretariat
Team 2

Work of the Section

The Quality Education Fund (QEF) was set up in 1998 with an allocation of \$5 billion to fund worthwhile initiatives on a pilot basis and one-off projects that aim to raise the quality of education and to promote quality education at kindergarten, primary, secondary and special education sectors. The QEF Secretariat is responsible for providing secretarial support to the Fund.

Main duties of secondees

- (a) To conduct school visits and compile school visit reports to monitor and review the progress of QEF funded projects and provide on-site support on project implementation;
- (b) To assist in processing QEF applications and monitoring the progress of QEF funded projects;
- (c) To evaluate QEF funded projects, screen deliverables and resources developed under the projects, and compile project evaluation reports;
- (d) To assist in organising briefing sessions, workshops and seminars to publicise the QEF and disseminate effective practices of QEF funded projects; and
- (e) To facilitate professional sharing and collaboration among schools in QEF Thematic Network (QTN).

Normal working locations

The normal working place is Room 403, 4/F., No 14 Taikoo Wan Road, Taikoo Shing, Hong Kong. Secondees may also be required to work in other locations such as schools to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving teachers of primary or secondary schools (including special schools) in the government or aided sector as well as schools under the Direct Subsidy Scheme. They should have no less than 4 years (as at 31 August 2022) of full-time teaching experience at primary or secondary level.

Remarks

Applicants should indicate clearly in the application form their major and minor subjects of teaching in the past 4 school years.

Enquiries

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**Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)**

**Information Technology Management Division
Systems & Information Management Section**

Work of the Section

The Systems and Information Management Section is responsible for the support, development and administration of the information management systems, one of which is the Web-based School Administration and Management System (WebSAMS). The secondees will be deployed to promote the use of WebSAMS among all public sector schools, support and train schools' staff on using WebSAMS, and to coordinate the WebSAMS enhancement projects.

Main duties of secondees

- (a) To assist in promotion activities of WebSAMS, in particular providing advice from the perspective of schools;
- (b) To support schools in the use of WebSAMS;
- (c) To assist in the collection and evaluation of schools' feedback on WebSAMS;
- (d) To assist in the enhancement of various WebSAMS modules by providing comments on its functionalities and user-friendliness, conducting user acceptance tests of enhanced items and preparing for its rollout to schools;
- (e) To assist in the upcoming projects on WebSAMS by providing suggestions and comments from the point of view of a frontline user in school; and
- (f) To serve as WebSAMS trainers and assist in the planning, organizing and revision of training activities and materials.

Normal working locations

The normal working place is at E-Trade Plaza, 24, Lee Chung Street, Chai Wan (a five-minute walk from Exit C of Chai Wan MTR Station). Occasionally, secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving teachers of primary or secondary schools (including special schools) in the government or aided sector or schools under the Direct Subsidy Scheme. They should have adequate knowledge of the functioning of WebSAMS and preferably no less than two years (as at 31 August 2022) of experience as a WebSAMS administrator or equivalent.

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Support Division
Language Learning Support Section

Work of the Section

To strengthen language support for different stages of education, the Language Learning Support Section was tasked by the Standing Committee on Language Education and Research (SCOLAR) to set up a Task Force, comprising experienced language teachers & language experts, to support schools to implement the curriculum reform, particularly in language learning and teaching. The Section is responsible for planning, implementing and evaluating the support services for schools, as well as disseminating good practices and experiences in school-based language curriculum development.

Main duties of secondees

- (a) To help Chinese/English panel heads and teachers of primary and/or secondary schools implement the curriculum initiatives through the provision of on-site support services;
- (b) To organise professional development activities of varying scales for primary and/or secondary school heads, Chinese/English panel heads and teachers;
- (c) To identify and disseminate good practices in Chinese/English Language learning and teaching and effective resources for use in primary and/or secondary schools;
- (d) To undertake research and development projects related to Chinese/English Language learning and teaching in primary and/or secondary schools;
- (e) To liaise with school heads/relevant parties of the schools to review their progress in school-based language curriculum development; and
- (f) To conduct professional exchange activities for English teachers from the Mainland and Hong Kong*.

* This is applicable to English teachers who are interested in joining the Scheme on Hong Kong Teachers' Exchange Activities to the Mainland. The Scheme aims to establish a professional exchange platform for English teachers in Hong Kong and in the Mainland to facilitate their professional development. There are exchange activities with the teachers to be held in Hong Kong and Guangdong, and participating teachers will conduct visits to the Mainland schools and engage in professional sharing activities with the Mainland teachers.

Normal working locations

The normal working places are the office of the Language Learning Support Section in Education Bureau Kowloon Tong Education Services Centre and the schools to which the secondees will be deployed. Secondees may also be required to work in other locations to be determined by the supervisor in the light of service needs.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Support Division
Language Learning Support Section

Entry Requirements

Applicants should be serving panel heads/level coordinators or assistant panel heads of primary or secondary schools (including special schools) in the government or aided sector or under the Direct Subsidy Scheme. They should have a university degree or equivalent in Chinese/English Language and/or Chinese/English Language Education, a postgraduate diploma/certificate in education or equivalent and no less than six years (as at 31 August 2022) of full-time teaching experience in the English/Chinese subject at primary and/or secondary level(s). A higher degree or equivalent in Chinese/English language and/or Chinese/English Language Education is preferable.

Remarks

Working locations, nature of work and time allocation

- (a) The secondees are required to meet regularly with team members at the office of the Section to co-plan and organise professional development activities for schools; review their work and evaluate the progress of schools in school-based language curriculum development; co-develop learning and teaching resources; and participate in in-house capacity building activities.
- (b) The secondees will be deployed to work in other schools to provide support to teachers in school-based language curriculum development. They are expected to conduct collaborative lesson planning with teachers, participate in learning activities whereby they can understand how learning and teaching can be improved, take part in lesson observation, conduct school-based teacher development workshops, hold discussions with relevant parties of the schools, etc.
- (c) Secondees taking part in the Scheme on Hong Kong Teachers' Exchange Activities to the Mainland are required to conduct visits to schools in Guangdong and engage in different exchange activities, including collaborative lesson planning, lesson reviews and sharing sessions, etc.
- (d) The application is only for full-time secondment.

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Support Division
School-based Curriculum Development (Secondary) Section

Work of the Section

The School-based Curriculum Development (Secondary) Section aims at providing diversified modes of professional support services to schools through engaging them in meaningful collaborations as one of the means to enhance teachers' professional capacity for developing school-based curriculum, and to enrich their repertoire of effective pedagogical practices catered to the learning needs of the students in order to help them develop their potential to the full. It also helps foster a collaborative and reflective culture amongst the teachers, amongst and within schools for collegial support and sustainable development.

For the 2022/23 school year, support services will be provided in three Key Learning Areas (KLAs) viz., Mathematics Education, Science Education, and Personal, Social and Humanities Education (PSHE); in Citizenship and Social Development (CS) and in curriculum initiatives pertaining to two focuses, namely Science, Technology, Engineering and Mathematics (STEM) education, and Catering for Learner Diversity. Particular attention will be paid in the implementation of STEM education, CS, revised curricula of Mathematics, Chinese History, History, Life and Society at junior secondary levels and values education.

Main duties of secondees

To assist senior school development officers in -

- (a) providing on-site support to secondary schools to develop or refine school-based curriculum, to implement curriculum initiatives, to explore and develop effective pedagogical practices through lesson study;
- (b) organising professional development activities to facilitate the implementation of curriculum initiatives;
- (c) contributing to knowledge management and supporting the learning communities;
- (d) identifying and disseminating good practices of schools;
- (e) fostering a sharing and collaborative culture among teachers, amongst and within schools; and
- (f) liaising with school teachers /relevant parties in relation to the implementation of school-based curriculum initiatives.

Normal working locations

The normal working place is the School-based Curriculum Development (Secondary) Section at Landmark North in Sheung Shui. Secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Support Division
School-based Curriculum Development (Secondary) Section

Entry Requirements

Applicants should be serving teachers of secondary schools (including special schools) in the government or aided sector or under the Direct Subsidy Scheme. They should have a university degree or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than five years (as at 31 August 2022) of full-time teaching experience in the KLAs of Mathematics Education, Science Education or PSHE, in the subject of Liberal Studies, or in STEM-related KLAs/ subjects. Experience of being the Prefect of Studies/Head of Curriculum Development in schools would be preferable.

Remarks

- (a) The application can be for full-time or half-time secondment.
- (b) Preference will be given to applicants who have curriculum development experiences in the relevant KLA/subject or assumed a leading role in school curriculum development or in promoting STEM education, values education.
- (c) Applicants should indicate clearly in the application form his/her respective rank and service periods of all teaching posts taken.

Enquiries

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Senior School Development Officer (School-based Curriculum Development (Secondary))3

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Support Division
School-based Professional Support Section

Work of the Section

The School-based Professional Support Section is mainly responsible for the provision of school-based support services under the Quality Education Fund Thematic Networks – Schools, Quality Education Fund Thematic Networks – Tertiary Institutes and the Scheme on Hong Kong Teachers’ Exchange Activities to the Mainland etc. as well as the dissemination of good practices and experiences in school-based support services to enable schools to build capacity to take forward education initiatives.

Main duties of secondees

- (a) To work alongside the officers of EDB and other education institutions in the provision of school-based support services for the implementation of education initiatives to effect changes occurring at Key Learning Areas (KLAs) level or school level, capitalising on their frontline experiences and subject expertise in respective KLAs or whole school pedagogical issues;
- (b) To facilitate the formation of professional networks within and among schools and to foster the cultures of sharing and collaborative through their frontline experience and subject knowledge;
- (c) To identify good practices in schools for dissemination to teachers with reference to authentic school contexts;
- (d) To assist in organising and conducting school-based/district-based professional development activities, and territory-wide functions for teachers in relation to school-based support services; and
- (e) To conduct professional exchange activities for English teachers from the Mainland and Hong Kong*.

*This is applicable to English teachers who are interested in joining the Scheme on Hong Kong Teachers’ Exchange Activities to the Mainland. The Scheme aims to establish a professional exchange platform for English teachers in Hong Kong and in the Mainland to facilitate their professional development. There are exchange activities with the teachers to be held in Hong Kong and Guangdong, and participating teachers will conduct visits to the Mainland schools and engage in professional sharing activities with the Mainland teachers.

Normal working locations

The normal working places are the office of the School-based Professional Support Section at Landmark North in Sheung Shui. Secondees may also be required to work in other locations to be determined by the supervisor in the light of service needs.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Support Division
School-based Professional Support Section

Entry Requirements

Applicants should be serving teachers of primary or secondary schools (including special schools) in the government or aided sectors or under the Direct Subsidy Scheme. They should have rich experience in teacher training and curriculum development. They should have a university degree or equivalent, a postgraduate diploma/certificate in education or equivalent and no less than six years (as at 31 August 2022) of full-time teaching experience. Priority will be given to applicant teachers of English Language, Chinese Language and/ or Mathematics, who have experience as a subject panel chairperson, in whole-school curriculum planning, or in the learning and teaching of non-Chinese speaking students.

Remarks

- (a) Applicants should indicate clearly in the application form their major and minor subjects of teaching for the past three school years, as the teaching experience and subjects taught will be highly related to the professional support duties assigned to the secondees.
- (b) Secondees will be deployed to work in other locations to observe, support and monitor the school-based support services provided by service providers. They are also required to regularly review service providers' work, evaluate the progress of school-based support services and participate in in-house capacity building activities.
- (c) Secondees taking part in the Scheme on Hong Kong Teachers' Exchange Activities to the Mainland are required to conduct visits to schools in Guangdong and engage in different exchange activities, including collaborative lesson planning, lesson reviews and sharing sessions, etc.
- (d) The application is only for full-time secondment.

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Support Division
Students Mainland Exchange Programme Section

Work of the Section

The Students Mainland Exchange Programme Section is mainly responsible for organising Mainland Exchange Programmes (MEP) for students in alignment with the school curriculum to enhance their understanding of history, culture and development of the Country as well as broaden their horizons.

Main duties of secondees

- (a) To assist in developing strategies for the implementation of MEP to address students' diverse learning needs;
- (b) To assist in planning and implementing MEP, performing regular on-site monitoring and conducting briefing and de-briefing sessions;
- (c) To develop learning materials to be used in MEP;
- (d) To assist in disseminating relevant MEP experiences by sharing experiences in seminars;
- (e) To conduct school visits and provide on-site support services; and
- (f) To assist in updating relevant guidelines for organising school-based MEP and work practices.

Normal working locations

The normal working place is the office of the Students Mainland Exchange Programme Section at Wu Chung House in Wanchai. Secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs. Secondees are required to participate in exchange programmes in the Mainland.

Entry Requirements

Applicants should be serving teachers of primary or secondary schools (including special schools) in the government or aided sector or schools under the Direct Subsidy Scheme. They should have a university degree in Chinese Language/Humanities disciplines/Liberal Studies/Science/Technology/General Studies/Social Science/Education, or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than seven years (as at 31 August 2022) of full-time teaching experience in relevant subjects. Proficiency in Putonghua is preferred.

Remarks

- (a) Applicants should indicate clearly in the application form the major and minor subjects studied in their degree courses. Applicants possessing additional qualifications (e.g. a Master/PhD degree) should also include details in their applications.
- (b) The application is only for full-time secondment.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Curriculum Support Division
Students Mainland Exchange Programme Section

Enquiries

Ms LAU Mei-shan, Amy

Senior Curriculum Support Officer (Students Mainland Exchange Programme)1

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Ms LAM Yan-hang, Cherrie

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

School Development Division
Career Guidance Section

Work of the Section

The Career Guidance (CG) Section is tasked to support secondary schools in providing life planning education and career guidance services to their students. To enhance the support to schools for the delivery of life planning education in a more comprehensive and systematic approach, CG Section undertakes to provide school-based support by conducting consultancy visits; organise training courses, thematic seminars and workshops, to promote successful experiences; promote career guidance and life planning education to parents and students; and organise career exploration activities for students through the implementation of the Business-School Partnership Programme (BSPP).

Main duties of secondees

- (a) To visit schools and provide school-based professional support on career guidance and life planning education;
- (b) To prepare school visit reports and assist in compiling evaluation reports on school-based professional support;
- (c) To assist in organising teacher network and professional sharing among teachers;
- (d) To assist in organising seminars, sharing sessions and career exploration activities under BSPP to disseminate effective practices of career guidance services and life planning education;
- (e) To assist in supporting and monitoring BSPP career exploration activities for students, teachers and parents;
- (f) To assist in liaising with existing and potential BSPP partners and promoting BSPP to different stakeholders;
- (g) To assist in building an on-line career guidance repository to support teachers; and
- (h) To assist in other duties under the purview of the Section as required.

Normal working locations

The normal working place is EP05, Podium, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon. Secondees will also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of operational needs.

Entry Requirements

Applicants should be serving AEOs/EOs/GMs/SGMs of secondary schools (including special schools) in the government or aided sector or under the Direct Subsidy Scheme. They should have no less than five years (as at 31 August 2022) of full-time teaching experience and three years of experience in career guidance work in secondary schools. Priority will be given to applicants with professional training in career guidance such as the Certificate Course on Career Guidance and Life Planning for Secondary School Teachers.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

School Development Division
Career Guidance Section

Enquiries

Angela WONG

Executive Officer (Career Guidance)

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

School Administration Division
Guidance and Discipline Section

Work of the Section

The Guidance and Discipline Section is responsible for providing professional support to schools on matters relating to student guidance and discipline.

Main duties of secondees

- (a) To visit schools and provide professional support to primary and secondary schools on school guidance and discipline matters / thematic projects such as the Pupil Ambassador Scheme;
- (b) To support schools in the implementation of the Enhanced Smart Teen Project through conducting school development visits, camp visits, teacher training and school consultation;
- (c) To plan and conduct training courses and workshops for students, guidance and discipline teachers;
- (d) To develop and try-out relevant resource materials for guidance and discipline services; and
- (e) To provide consultation to teachers on guidance and discipline matters.

Normal working locations

The normal working place is the Guidance and Discipline Section at 14 Taikoo Wan Road in Taikoo Shing. Secondees may also be required to work in other locations, such as schools, camp sites or education services centres, to be determined by the supervisor in the light of service needs.

Entry Requirements

Applicants should be serving teachers of primary or secondary schools in the government or aided sector or under the Direct Subsidy Scheme. They should have no less than 5 years (as at 31 August 2022) of teaching experience preferably with professional training in guidance/discipline/counseling and at least 3 years of experience in school guidance/discipline work.

Remarks

Secondees may need to work after office hours and conduct overnight training camps.

Enquiries

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Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)
Collaborative Research and Development (“Seed”) Projects
for the 2022/23 School Year

Schools are invited to participate in the collaborative research and development (“Seed”) projects proposed by the Curriculum Development Institute (CDI), Education Bureau in the 2022/23 school year.

Objectives

The CDI has implemented a series of “Seed” projects in schools since September 2001. These projects are geared towards enhancing the learning capabilities of students, providing valuable experiences and suggestions as well as leveraging the synergy to facilitate curriculum development and implementation. Curriculum planning and strategies for learning, teaching and assessment of different Key Learning Areas (KLAs) are covered in the “Seed” Projects in the 2022/23 school year, with focuses including the major renewed emphases of the school curriculum, project learning, whole-person development, self-directed learning, catering for learner diversity, gifted education, interdisciplinary learning, curriculum interface and life planning.

“Seed” Projects

“Seed” Projects are collaborative research and development projects. The development focuses are as follows:

- (a) Curriculum planning, learning and teaching strategies in KLAs;
- (b) Development of generic skills in an integrative approach through learning activities;
- (c) Assessment literacy (assessment of/for/as learning to improve learning and teaching);
- (d) Four key tasks (project learning, reading to learn, moral and civic education, and information technology for interactive learning);
- (e) Major renewed emphases of the school curriculum (e.g. strengthening values education (including moral and civic education, national security education and Basic Law education), reinforcing the learning of Chinese history and Chinese culture, extending “Reading to Learn” to “Language across the Curriculum”, promoting STEM education and IT in Education, fostering an entrepreneurial spirit, diversifying life-wide learning experiences, stepping up gifted education; and
- (f) Other areas (e.g. whole-person development, self-directed learning, catering for learner diversity, interdisciplinary learning, curriculum interfaces, life planning).

Each “Seed” Project comprises two major components, namely development and collaborative research. For the development component, the Education Bureau and schools join hands to plan the curriculum and develop necessary resources and strategies so that the teaching practices can be more aligned with the focuses of curriculum development. For the collaborative research component, it is mainly about collecting data of the processes of the ongoing renewal of the school curriculum as well as the evidence on the impacts on student learning in order to provide reference for refining the curriculum.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)
Collaborative Research and Development (“Seed”) Projects
for the 2022/23 School Year

Schools, based on their school contexts and needs, can work closely together with the CDI and expert consultants through participating in “Seed” Projects. The CDI will disseminate the invaluable experiences gained and outcomes to the public via effective channels (e.g. seminars, workshops and professional development programmes). Such experiences will also be developed into exemplars, learning and teaching materials, reports, etc. for other teachers’ reference. In the process of participating in the projects, schools find their effectiveness and teachers’ professional capacities being enhanced. School heads and teachers become not only curriculum leaders and instructors, but also life-long learners. Furthermore, cross-fertilisation of ideas among frontline educators, curriculum developers and other experts in the education field also facilitates the building up of a professional community which sustainably enhances curriculum development to strive for excellence.

During the implementation of “Seed” Projects, individual teachers may be seconded to the CDI and supply teachers will be provided for the schools concerned so that the seconded teachers can be relieved to assist in developing innovative learning and teaching strategies. Before submitting their proposals for “Seed” Projects, schools are strongly encouraged to take into consideration holistically and comprehensively their strengths and capacity, as well as their school development plans to refine the school curriculum (if applicable). Relevant sections of the CDI will provide schools with further information in the Briefing Session. A list of the proposed “Seed” Projects for the 2022/23 school year together with the relevant information is included in **Annex 1 of this Appendix**. Schools are invited to participate in projects suitable for them.

Interested school heads and their teachers are requested to complete and send the application form (**Appendix C**) (**and Appendix B with Annexes 2 and 3, if appropriate**) **in duplicate** by post to the Human Resource Management Unit of EDB on 4/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or by hand to the Education Bureau’s drop-in box (Box no.: EDB03—Staff Interflow Schemes 2022) located at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong **on or before 10 March 2022**. The drop-in box is normally open for use from 8:00 a.m. to 7:00 p.m. from Mondays to Fridays (except public holidays). Results of the applications will be announced in **June 2022**.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)
Collaborative Research and Development (“Seed”) Projects
for the 2022/23 School Year

In order to help schools select the most suitable projects, interested school heads and their teachers are highly encouraged to attend the Briefing Session on “Seed” Projects and discuss with CDI staff regarding the scope and content of their proposals.

Briefing Sessions on “Seed” Projects

The CDI will organise four Briefing Sessions in February 2022 to help school heads and teachers better understand the concept of “Seed” Projects, requirements for participating schools, modes of collaboration as well as details of individual projects so that schools may choose the most appropriate projects. Details of the Briefing Sessions are as follows:

Date:	11 February 2022	14 February 2022	16 February 2022	17 February 2022
Course ID:	CSD020210021	CSD020210023	CSD020210024	CSD020210025
Time (p.m.):	2:00–5:00	2:00–5:00	2:00–5:30	2:00–5:30
Mode:	Online mode via Zoom			

Details of the Briefing Sessions can be obtained at the Training Calendar System on the homepage of the Education Bureau <http://tcs.edb.gov.hk/> (Course ID: CSD020210021 / CSD020210023 / CSD020210024 / CSD020210025). School heads and teachers are requested to make online registration for the Briefing Session through the Training Calendar System.

In the event of public announcements by the Permanent Secretary for Education that all schools are to be closed as a result of adverse weather conditions (e.g. tropical cyclone or rainstorm), the Briefing Sessions will be postponed until further notice.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Collaborative Research and Development (“Seed”) Projects
for the 2022/23 School Year

Main duties of secondees

Seconded teachers may be deployed to assist in or undertake the following duties in trying out “Seed” Projects relevant to the subjects/KLAs that they have been teaching –

- (a) To plan the curriculum and develop necessary resources so as to help schools adopt appropriate learning and teaching strategies with reference to the focuses of curriculum development;
- (b) To collect evidence on the processes of changes and impacts on student learning in order to provide information to enhance the effectiveness of implementation;
- (c) To work together with CDI officers and expert consultants to cater for the needs of schools and disseminate relevant research findings to the public; and
- (d) To facilitate the building up of a professional community striving for excellence through continuous curriculum development.

Normal working locations

The normal working places are the offices of the CDI Sections. Secondees may also be required to work in other locations (e.g. schools or education services centres). The actual arrangement will be determined by their supervisors according to the service needs.

Entry requirements

Applicants should be serving teachers of primary or secondary schools (including special schools) in the government, aided sector or under the Direct Subsidy Scheme. They should have a relevant degree and teachers’ qualification with no less than certain years (as at 31 August 2022) of full-time teaching experience in a relevant subject/KLA at primary or secondary level. For detailed requirements for individual projects, please refer to Annex 1 of this Appendix.

Remarks

Applicants for secondment positions under “Seed” Projects would not be considered for positions under other schemes.

Enquiries

For further information on the duties of secondment in various sections/project teams of CDI, please contact the respective responsible officers, whose names and telephone numbers are provided in Annex 1 of this Appendix.

For general enquiries about the terms and conditions stated on Appendices E(1) and (2), please contact Ms Olive CHAN, Senior Clerical Officer (Appointments and Personnel/Curriculum Development) at 2892 5846.

For other enquiries, please contact Mr Edward LAI of the Life-wide Learning Section, CSD at 2892 5824.

Collaborative Research and Development (“Seed”) Projects for 2022/23 School Year
Proposed by the Curriculum Development Institute

Category	Level	Project Code	Proposed Title of “Seed” Project	Eligibility Criteria for Seconded Teachers	Contact Person and Phone No.	CDI Section and Fax No.
Chinese Language Education	Primary	CH0922	Enhancing Chinese literature and Chinese culture learning in Primary Chinese Language curriculum	No seconded teachers will be required.	Ms MAK kwai-fong 2892 5858	Chinese Language Education Section 2119 9075
	Secondary	CH1022	Enhancing Chinese literature and Chinese culture learning in Secondary Chinese Language curriculum	No seconded teachers will be required.	Ms NGAN Yuen-pik, Jasmine 2892 5833	Chinese Language Education Section 2834 7810
	Primary/ Secondary	CH1122	Enhancement of learning and teaching effectiveness in Putonghua: Make good use of learning and teaching materials / diversified learning activities	No seconded teachers will be required.	Dr CHOW Kin 2892 5837	Chinese Language Education Section 2834 7810

Category	Level	Project Code	Proposed Title of "Seed" Project	Eligibility Criteria for Seconded Teachers	Contact Person and Phone No.	CDI Section and Fax No.
English Language Education	Primary	EE0122	Enhancing Creative Use of Language and Promoting Values Education through Reading across the Curriculum (RaC) in the Primary English Classroom (KS2)	No seconded teachers will be required.	Ms Brenda FUNG 2892 5888	English Language Education Section 2834 7810
	Secondary	EE0222	Exploiting Literary Texts to Promote Values Education and Enhance Students' Literacy Skills Development in the Junior Secondary English Classroom	No seconded teachers will be required.	Ms Jenny YEUNG 2892 6571	English Language Education Section 2834 7810
	Secondary	EE0322	Exploring Strategies for Creative and Academic Writing in the Secondary English Language Curriculum	No seconded teachers will be required.	Ms Elizabeth WONG 2892 5873	English Language Education Section 2834 7810

Category	Level	Project Code	Proposed Title of “Seed” Project	Eligibility Criteria for Seconded Teachers	Contact Person and Phone No.	CDI Section and Fax No.
Mathematics Education	Secondary	MA0622	Promotion of STEM Education by infusing Mathematical Modelling into Secondary Mathematics	No seconded teachers will be required.	LEE Kin-sum 2153 7456	Mathematics Education 3426 9265
	Primary	MA0722	Exploration and Development of Strategies for Catering for Learner Diversity in the Learning, Teaching and Assessment of the Revised Primary Mathematics Curriculum	No seconded teachers will be required.	Ms YEUNG Wai-ling 2153 7469	Mathematics Education 3426 9265

Category	Level	Project Code	Proposed Title of “Seed” Project	Eligibility Criteria for Seconded Teachers	Contact Person and Phone No.	CDI Section and Fax No.
Mathematics Education	Primary	MA0822	Promoting STEM Education in Primary Mathematics and to cultivate Students’ Ability of Computational Thinking	Applicants should be serving APSM/PSM of primary schools in the government or aided sector or schools under the Direct Subsidy Scheme. They should have a Teacher Certificate, or a university degree majoring in Mathematics/Mathematics Education, or a related university degree plus a certificate/diploma in education majoring in Mathematics, or equivalent, and no less than three years (as at 31 August 2022) of full-time teaching experience in Mathematics at the primary level. Applicants with experience in organising learning activities of STEM education are preferred.	YIP Po-shing 2153 7457	Mathematics Education Section 3426 9265
	Secondary	MA0922	Bringing Mathematics lessons into data age	No seconded teachers will be required.	CHAN Sau-tang 2153 7465	Mathematics Education Section 3426 9265
	Secondary	MA1022	The use of higher-order thinking problems in the learning and teaching of secondary Mathematics	No seconded teachers will be required.	CHAN Ka-lok 2153 7467	Mathematics Education Section 3426 9265

Category	Level	Project Code	Proposed Title of “Seed” Project	Eligibility Criteria for Seconded Teachers	Contact Person and Phone No.	CDI Section and Fax No.
NET Section	Secondary	NT0822	Developing Students' Creativity, Collaboration and Problem Solving Skills through Creating a Makerspace in the Junior Secondary English Language Classroom	Applicants should be serving English Language teachers of secondary schools (including special schools) in the government or aided sector or schools under the Direct Subsidy Scheme. They should have (a) a bachelor’s degree in English Language or equivalent; (b) a post-graduate diploma/certificate in education or equivalent; and (c) no less than three years (as at 31 August 2022) of full-time teaching experience in the English Language subject at the secondary level. The application is for half-time secondment.	William CHENG 3549 8339	Native-speaking English Teacher Section 3549 8379
	Primary	NT1022	REEL to REAL (R2R): Learning English and Developing 21st Century Skills through Film-making in Key Stage 2	No seconded teachers will be required.	Lionell Goss HORN 3549 8354	Native-speaking English Teacher Section 2334 8707

Category	Level	Project Code	Proposed Title of “Seed” Project	Eligibility Criteria for Seconded Teachers	Contact Person and Phone No.	CDI Section and Fax No.
NET Section	Secondary	NT1122	Read to Speak: Developing 21st Century Communication Skills through Interaction with Multiple Genres and Multimodal Texts (R2S)	No seconded teachers will be required.	Ms Adys WONG 3549 8309	Native-speaking English Teacher Section 2334 8707
	Primary	NT1222	Glocalisation: Developing Students’ Language and Intercultural Competence through a Multicultural Language Arts Programme in KS2	No seconded teachers will be required.	Ms Winnie CHEUNG 3549 8366	Native-speaking English Teacher Section 2334 8707
	Primary	NT1322	Building Character through Characters: Implementing Social and Emotional Learning in the English Language Classroom through Stories	No seconded teachers will be required.	Ms Carol PANG 3549 8336	Native-speaking English Teacher Section 2334 8707
	Primary	NT1422	Speaking to Writing (S2W) – Using Oral Performance as a Foundation to the Writing of Texts in Key Stage (KS) 2	No seconded teachers will be required.	Lionell Goss HORN 3549 8354	Native-speaking English Teacher Section 2334 8707
	Secondary	NT1522	Thinking Routines for Writing (TRW): Optimising the Writing Experience Within and Beyond the English Language Classroom	No seconded teachers will be required.	William CHENG 3549 8339/ Ms Luana HASELL 3549 8337	Native-speaking English Teacher Section 2334 8707

Category	Level	Project Code	Proposed Title of “Seed” Project	Eligibility Criteria for Seconded Teachers	Contact Person and Phone No.	CDI Section and Fax No.
Physical Education	Secondary	PE1422	Developing an Active and Healthy School Campus in Secondary Schools (Theme of the Year: Active Students, Active People)	Applicants should be serving GM /SGM of secondary schools in the government or aided sector or schools under the Direct Subsidy Scheme. They should have completed training in the teaching of Physical Education or equivalent and no less than three years (as at 31 August 2022) of full-time teaching experience in PE at secondary level. They should have the experience of PE curriculum development and has the experience in helping students develop active and healthy lifestyle. The application is for half-time secondment.	Mr NG Chun-fai, Daniel 2760 7794	Physical Education Section 2761 4291

Category	Level	Project Code	Proposed Title of "Seed" Project	Eligibility Criteria for Seconded Teachers	Contact Person and Phone No.	CDI Section and Fax No.
Physical Education	Primary	PE1522	Developing an Active and Healthy School Campus in Primary Schools (Theme of the Year: Active Students, Active People)	Applicants should be serving APSM/PSM/SPSM of primary schools in the government or aided sector or schools under the Direct Subsidy Scheme. They should have completed training in the teaching of Physical Education or equivalent and no less than three years (as at 31 August 2022) of full-time teaching experience in PE at primary level. They should have the experience of PE curriculum development and has the experience in helping students develop active and healthy lifestyle. The application is for half-time secondment.	Ms CHO Wing-chi, Gigi 2624 4256	Physical Education Section 2761 4291
Special Educational Needs	Secondary	SE0122	Developing Learning and Teaching Resources of Citizenship and Social Development Curriculum for Special Schools Admitting Students with Intellectual Disability	Applicants should be serving teachers of special schools in the aided sector. They should have no less than 3 years (as at 31 August 2022) of full-time teaching experience at senior secondary level in special schools admitting students with ID.	Ms CHAN Ching-wai Jocelyn 2892 5474	Special Educational Needs Section 2573 5299

* Information on individual projects can be browsed in the following webpage:

<http://www.edb.gov.hk/en/curriculum-development/major-level-of-edu/seed/whatsnew-2022-23/index.html>

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Education Infrastructure Division
Information Technology (IT) in Education Section
Centre of Excellence Scheme

IT in Education Centre of Excellence (CoE) Scheme

The “IT in Education Centre of Excellence (CoE) Scheme” aims at providing district-based and subject-based on-site / online remote support services to schools. “CoE Schools” are tasked to build learning communities for scaling up good practices as well to continue to consolidate new experiences and enhance teachers’ repertoire and experiences on IT teaching, aiming at equipping students with the necessary knowledge to face various challenges in the digital era.

Each CoE school comprises two half-time secondees from the same school. In this connection, schools participating in the Scheme have to **provide two serving teachers at the same time**.

Main duties of secondees

The secondees are required to perform the following duties:

- (a) To develop innovative pedagogy and e-resources in collaboration with members of the focus groups assigned to promote the use of IT in learning and teaching;
- (b) To make use of their own school as a hub for school networking and a test bed of innovative pedagogy and mobilise teachers in his/her own school to collaborate and test the innovative pedagogy proposed in class;
- (c) To line up schools to form district-based/territory-wide professional learning communities / communities of practice, and to share the good IT in Education experiences in regular basis;
- (d) To conduct school visits and follow-up visits and offer on-site / online remote support, individually or in a group, to other schools on pedagogical, technological as well as managerial issues related to the implementation of IT in Education, including effective use of e-learning in the blended mode of learning and teaching under the “new normal”;
- (e) To plan and organise professional development programmes to share and disseminate the good IT in Education experiences learnt through experiments in his/her own school;
- (f) To facilitate teachers to make use of e-assessment to enhance assessment for learning and self-directed learning;
- (g) To promote information literacy and provide support in parent education in the context of e-learning and e-safety; and
- (h) To keep the IT in Education Section informed of the latest practices and issues related to IT in Education in schools from a frontline practitioner’s perspective and help conveying messages of the Government’s policy and action on various issues relevant to IT in Education to stakeholders including school heads, students and parents.

Normal working locations

The normal working place is the secondee’s own school. Secondees may also be required to work at the office of IT in Education Section at EDB Kowloon Tong Education Services Centre and other locations, such as other schools requesting support services, to be determined by the supervisor in the light of service needs.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Education Infrastructure Division
Information Technology (IT) in Education Section
Centre of Excellence Scheme

Entry Requirements

Nominated teachers should be serving teachers or heads (up to Headmaster II/Principal II level) of primary or secondary schools (including special schools) in the government or aided sector as well as schools under the Direct Subsidy Scheme. They should have no less than three years (as at 31 August 2022) of full-time teaching experience in using IT for learning and teaching at primary or secondary level. We will consider applications from nominees who have joined any interflow schemes in the past in view of the nature of the CoE Scheme.

Remarks

- (a) The secondment is on a half-time basis.
- (b) The CoE Scheme is school-based in nature. Thus, applications have to be submitted by school principals instead of individual teacher applicants.
- (c) In addition to the application form to be completed by the applicants, schools should submit a **proposal of no more than ten pages** containing the following information for the reference and consideration of the Bureau:
 - background of the school;
 - three major strengths in e-learning which are in line with the EDB's policy on IT in Education;
 - whole-school planning on e-learning implementation, including curriculum planning, capacity building and use of IT tools (e.g. e-textbooks, e-learning resources, e-assessment platforms) in different KLAs and promotion of STEM education;
 - a school plan in promoting information literacy, and parent education in the context of e-learning and e-safety (including internet safety, healthy and ethical use of electronic devices), if any;
 - a brief description of achievements in promoting IT in Education in the past three years (with track records), and a concrete e-learning work plan on providing professional support to schools, building their own school's professional capacity and community of practice in the school sector; and
 - information on additional manpower support (including an overview of such teachers' relevant experiences, expertise and major subjects taught) who are considered appropriate to serve as backup to the nominated teachers, if any.
- (d) The nominated teachers should indicate clearly in the application their major and minor subjects of teaching in the past three school years, as the teaching experience and subjects taught will be highly related to the professional support duties assigned to them.
- (e) As regular meetings are usually conducted in the afternoons on Wednesday, it is strongly advised that schools participating in the Scheme should arrange to have their nominated teachers to be free of teaching or any other school administrative duties in the afternoon every Wednesday.

Education Bureau
Annual Teacher Secondment Exercise (2022/23 School Year)

Education Infrastructure Division
Information Technology (IT) in Education Section
Centre of Excellence Scheme

- (f) As the seconded teachers serve on half-secondment basis, it is assumed that about half of their teaching workload will be released. The seconded teachers will be required to conduct workshops and seminars, visit other schools to provide on-site support, and carry out other relevant activities for the IT in Education Section, the school heads should arrange their workload and timetables (e.g. free of teaching workload in a few AM/PM sessions apart from the above meetings on Wednesdays) in such a way that they can serve their roles of providing services to the IT in Education Section under part-time secondment.
- (g) Change of teacher(s) is not allowed under any circumstance. Withdrawal of one/both of the nominated teachers from the secondment position would be considered as the school's withdrawal from the Scheme.

Enquiries

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Education Bureau
Staff Interflow Schemes 2022
Application Form

Please read Education Bureau (EDB) Circular Memorandum (CM) No. 1/2022 before filling in this form. The completed application form should be sent by post to the Human Resource Management Unit of EDB on 4/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or by hand to the Education Bureau's drop-in box (Box no.: EDB03 – Staff Interflow Schemes 2022) located at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please specify "Application for Interflow" on the envelope. Application for interflow arrangement to commence in August/September 2022 should reach HRM Unit of EDB or EDB's drop-in-box on or before 10 March 2022.

Personal Particulars			
Name in English : (*Mr/Ms) _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (surname) (other names) </div>			
Name in Chinese : _____		HKID No. : _____	
Substantive Rank ^(Note1) : _____		E-mail ^(Note2) : _____	
Employment Term ^(Note3) : <u>employed on</u> *permanent/probation/trial/non-civil service contract/temporary contract term			
Residential Address : _____			
Tel : (Day) _____		(Evening) _____	
Parent School/Office			
Name of School/Section: _____			
Office Address : _____			
Tel : _____			
Fax : _____		School Level (if applicable) : * Primary/Secondary/Special School	
Academic and Teacher Qualifications			
Qualification Obtained	Major/Minor/ Elective Subjects	Name of School/Institute	Year of Award
Experience			
Experience in Education Profession			
Name of School/Section	Post	Period of Service (mm/yy – mm/yy)	Major Duties (for teaching jobs, please specify the subjects and levels taught)
Experience of Interflow to EDB or former Education and Manpower Bureau/Education Department(if any)			
Name of School/Section	Post	Period of Service (mm/yy – mm/yy)	Major Duties (for teaching jobs, please specify the subjects and levels taught)
Brief Descriptions (with duration) of Other Related Experience (e.g. subject panel, committee i/c, curriculum design and development, research, IT projects, SAMS administration, student discipline work, etc.)			
Position Held	Period of Service (mm/yy – mm/yy)		
Knowledge of Computer Software Packages/Programmes			

* Please delete where inapplicable

Note 1 : For teachers from Direct Subsidy Scheme (DSS) schools, actual salary level will need to be provided if their applications are successful.

Note 2 : We will acknowledge the receipt of your application by sending electronic mail to this address.

Note 3 : Please read paragraph 4 of EDBCM No. 1/2022.

Choice of Interflow Arrangements (Please insert “✓” in the appropriate box(es))																					
<p>Annual Teacher Secondment Exercise – for school heads and teachers from government, aided or DSS schools I wish to be selected for the secondment position(s) (please choose only one from below)-</p> <p><input type="checkbox"/> specified in Appendix A(1) to A(25).</p> <p><input type="checkbox"/> under the “Seed” Projects specified in Appendix A(26).</p> <p><input type="checkbox"/> under the IT in Education Centre of Excellence Scheme specified in Appendix A(27).</p>																					
<p>Scheme of Voluntary Postings to Schools – for EDB non-teaching departmental grade officers at basic rank</p> <p><input type="checkbox"/> I wish to be considered for teaching duties in a government/aided school. Duly completed <u>Annex 3 to this Appendix</u> is attached. I am qualified to teach the following subjects and levels:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Order of preference</th> <th style="width: 45%;">Subject(s)</th> <th style="width: 15%;">Level</th> <th style="width: 30%;">Type of school preferred</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> <td style="text-align: center;">* Government/Aided</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">* Government/Aided</td> </tr> </tbody> </table>				Order of preference	Subject(s)	Level	Type of school preferred	1.			* Government/Aided				* Government/Aided						
Order of preference	Subject(s)	Level	Type of school preferred																		
1.			* Government/Aided																		
			* Government/Aided																		
<p>Cross-grade Posting Scheme – for EDB departmental grade (either teaching or non-teaching) officers</p> <p><input type="checkbox"/> I wish to be considered for cross-grade posting to take up teaching duties. I am qualified to teach the following subjects and levels: [With effect from 2004/05 school year, non-teaching departmental grade officers who wish to take up postings as school heads should obtain the Certificate of Principalship as required under the Continuing Professional Development for teaching staff.]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Order of preference</th> <th style="width: 55%;">Subject(s)</th> <th style="width: 35%;">Level</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> I wish to be considered for cross-grade posting to the following non-teaching positions outside my own grade :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Order of preference</th> <th style="width: 55%;">Nature of work preferred</th> <th style="width: 35%;">Division/Section</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Order of preference	Subject(s)	Level	1.						Order of preference	Nature of work preferred	Division/Section	1.					
Order of preference	Subject(s)	Level																			
1.																					
Order of preference	Nature of work preferred	Division/Section																			
1.																					
Additional Information																					
<p>Please provide any other relevant information that you think will be useful to your application. For example, you may elaborate why you think you are suitable for interflow, and in what ways and how you will contribute to improve overall education service and student learning through the interflow opportunity.</p>																					
I wish to be considered for posting to areas other than those preference(s) indicated above under other interflow arrangements as deemed appropriate by EDB.			* YES/NO																		
Declaration by Applicant (Please insert “✓” in the appropriate box(es))																					
<p>I accept the terms and conditions of interflow as set out in EDBCM No. 1/2022. I understand that it is my responsibility to provide accurate information required in this form and to report to EDB immediately any subsequent changes to the information provided in this form that may affect my eligibility or suitability for interflow. I also:</p> <p><input type="checkbox"/> have stayed in my current post for at least two years before the date of commencement of interflow.</p> <p><input type="checkbox"/> on completion of interflow, will have more than three years to serve before reaching the age of normal retirement.</p> <p><input type="checkbox"/> have not joined any interflow schemes for the past five years.</p>																					
Signature of Applicant:																					
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> (Name : _____)	Rank :	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>																			
	Date :	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>																			

* Please delete where inapplicable

Remarks

The information provided in this form will be used for processing the application under the Staff Interflow Schemes administered by EDB. It may be disclosed to officers in EDB and the participating organisations who are required to handle appointment and personnel matters related to staff interflow. You have the right to request access to or correction of personal data provided in this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. For enquiries, please contact Executive Officer (Human Resource Management) at Tel : 3509 8497 or e-mail: exohrm@edb.gov.hk.

Education Bureau
Staff Interflow Schemes 2022
Annual Teacher Secondment Exercise (2022/23 school year)

Choice of Secondment Position Specified in A(1) to A(25)

Please choose **no more than three** categories of secondment positions listed below in order of preference. Items selected other than your first three choices will **not** be considered.

Division/Office/Section	Eligible ranks	Qualification and experience required/preferred <i>(See Note)</i>	Choice of Preference <i>(Please fill in 1 – 3)</i>
A(1) CDI – Chinese Language Education Section	AEOs/EOs/GMs/SGMs of secondary schools	Degree/Master degree/Doctoral degree majoring in Chinese Language/Literature (including Translation or Linguistics) or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2022) of full-time teaching experience in the Chinese Language subject at secondary level.	
A(2) CDI – Kindergarten and Primary Section	Teachers of primary schools	No less than three years (as at 31 August 2022) of full-time teaching experience in General Studies.	
A(3) CDI – Mathematics Education Section	AEOs/GMs (or above) of secondary schools	Degree majoring in Mathematics/Mathematics Education and no less than three years (as at 31 August 2022) of full-time teaching experience in Mathematics at the secondary school level.	
A(4) CDI – Moral, Civic and National Education Section Section 1	Teachers of primary or secondary schools	No less than three years (as at 31 August 2022) of full-time teaching experience in Values Education.	
A(5) CDI –Moral, Civic and National Education Section Section 2	Teachers of primary or secondary schools	No less than three years (as at 31 August 2022) of full-time teaching experience in Values Education.	
A(6) CDI –Physical Education Section	Teachers of primary or secondary schools	Degree/Master degree/Doctoral degree majoring in Physical Education or equivalent(Such as Sports Science), and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2022) of full-time teaching experience in the Physical Education.	
A(7) CDI – Personal, Social and Humanities Education Section Chinese History	AEOs/EOs/GMs/SGMs of secondary schools	Degree/Master degree/Doctoral degree majoring in Chinese History/History or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2022) of full-time teaching experience in the Chinese History/History subject at secondary levels.	
A(8) CDI – Personal, Social and Humanities Education Section History	AEOs/EOs/GMs/SGMs of secondary schools	Degree/Master degree/Doctoral degree majoring in History or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2022) of full-time teaching experience in History subject at secondary levels.	
A(9) CDI – Special Educational Needs Section	Teachers of special schools in the aided sector	No less than three years (as at 31 August 2022) of full-time teaching experience at senior secondary level in special schools admitting students with ID.	
A(10) CDI – Technology Education Section STEM Education Centre	AEOs/GMs (or above) of secondary schools	Degree/Master degree/Doctoral degree majoring in Technology/STEM-related disciplines and a postgraduate diploma/certificate in education, or equivalent; and no less than four years (as at 31 August 2022) of full-time teaching experience in STEM-related subjects at secondary level. Priority will be given to candidates who have full-time teaching experience in Design and Technology related subjects at secondary level.	
A(11) CDI – Technology Education Section Primary General Studies	Teachers of primary schools	No less than four years (as at 31 August 2022) of full-time teaching experience in General Studies or Computer/IT lesson with implementation of CT-CE in school. Preference may be given to candidates who possess good experience in teaching coding education or applying coding education in General Studies.	
A(12) CDI – Technology Education Section Primary Language Subjects	Teachers of primary schools	No less than four years (as at 31 August 2022) of full-time teaching experience in Chinese / English Language subjects or Computer/IT lesson with implementation of CT-CE in school. Preference may be given to candidates who possess good experience in teaching coding education or applying coding education in Language subjects.	
A(13) CDI – Technology Education Section Primary Mathematics	Teachers of primary schools	No less than four years (as at 31 August 2022) of full-time teaching experience in in Mathematics or Computer/IT lesson with implementation of CT-CE in school. Preference may be given to candidates who possess good experience in teaching coding education or applying coding education in Mathematics.	
A(14) CDI – Technology Education Section Health Management and Social Care (HMSC)	AEOs/GMs (or above) of secondary schools	No less than four years (as at 31 August 2022) of full-time teaching experience in HMSC. Preference will be given to applicants who have good experiences in leading HMSC panel.	
A(15) EID – Assessment and Hong Kong Examinations and Assessment Authority(HKEAA) Section Assessment Design and Assessment Literacy (STAR/WLTS)	Teachers of primary or secondary schools	Degree in Chinese Language/English Language/Mathematics/Chinese Language Education/English Language Education/Mathematics Education from a Hong Kong tertiary educational institution, or equivalent, and a certificate in education from a Hong Kong tertiary educational institution, or equivalent, and no less than five years (as at 31 August 2022) of full-time teaching experience in the subject of Chinese Language/English Language/Mathematics at primary and/or secondary level(s). Candidates should possess with experience in developing school-based Chinese Language/English Language/Mathematics curriculum, learning resources and assessment tasks and items at primary and/or secondary level(s).	
A(16) EID – Information Technology(IT) in Education Section	Teachers or heads (up to Headmaster II/Principal II level) of primary or secondary schools	No less than 3 years (as at 31 August 2022) of full-time teaching experience in using IT for learning and teaching at primary or secondary level. Preference will be given to applicants who have experiences in leading their own school's IT in Education development.	

Education Bureau
Staff Interflow Schemes 2022
Annual Teacher Secondment Exercise (2022/23 school year)

Choice of Secondment Position Specified in A(1) to A(25)

Please choose **no more than three** categories of secondment positions listed below in order of preference. Items selected other than your first three choices will **not** be considered.

Division/Office/Section	Eligible ranks	Qualification and experience required/preferred <small>(See Note)</small>	Choice of Preference <small>(Please fill in 1 – 3)</small>
A(17) EID – Quality Education Fund Secretariat Team 1	Teachers of primary or secondary schools	No less than 4 years (as at 31 August 2022) of full-time teaching experience at primary or secondary level.	
A(18) EID – Quality Education Fund Secretariat Team 2	Teachers of primary or secondary schools	No less than 4 years (as at 31 August 2022) of full-time teaching experience at primary or secondary level.	
A(19) ITMD – Systems & Information Management Section	Teachers of primary or secondary schools	Adequate knowledge of the functioning of WebSAMS and preferably no less than two years (as at 31 August 2022) of experience as a WebSAMS administrator or equivalent.	
A(20) CSD – Language Learning Support Section	Panel heads/level coordinators or assistant panel heads of primary or secondary schools	Degree or equivalent in Chinese/English Language and/or Chinese/English Language Education, a postgraduate diploma/certificate in education or equivalent and no less than six years (as at 31 August 2022) of full-time teaching experience in the English/Chinese subject at primary and/or secondary level(s). A higher degree or equivalent in Chinese/English language and/or Chinese/English Language Education is preferable.	
A(21) CSD – School-based Curriculum Development (Secondary) Section	Teachers of secondary schools	Degree or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than five years (as at 31 August 2022) of full-time teaching experience in the KLAs of Mathematics Education, Science Education or PSHE, in the subject of Liberal Studies, or in STEM-related KLAs/subjects. Experience of being the Prefect of Studies/Head of Curriculum Development in schools would be preferable.	
A(22) CSD – School-based Professional Support Section	Teachers of primary or secondary schools	Degree or equivalent, a postgraduate diploma/certificate in education or equivalent and no less than six years (as at 31 August 2022) of full-time teaching experience. Applicant should have rich experience in teacher training and curriculum development work. Priority will be given to applicant teachers of English Language, Chinese Language and/ or Mathematics, with whole-school curriculum planning experience, working experience as a subject panel chairperson, or in the learning and teaching of Non-Chinese Speaking students.	
A(23) CSD – Students Mainland Exchange Programme Section	Teachers of primary or secondary schools	Degree in Chinese Language/Humanities disciplines/Liberal Studies/Science/Technology/General Studies/Social Science/Education, or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than seven years (as at 31 August 2022) of full-time teaching experience in relevant subjects. Proficiency in Putonghua is preferred.	
A(24) SDD – Career Guidance Section	AEOs/EOs/GMs/SGMs of secondary schools	No less than five years (as at 31 August 2022) of full-time teaching experience and three years of experience in career guidance work in secondary schools. Priority will be given to applicants with professional training in career guidance such as the Certificate Course on Career Guidance and Life Planning for Secondary School Teachers	
A(25) SAD – Guidance and Discipline Section	Teachers of primary or secondary schools	No less than 5 years (as at 31 August 2022) of teaching experience preferably with professional training in guidance/discipline/counseling and at least 3 years of experience in school guidance/discipline work.	

Note The requirements summarised in this table are for quick reference only. Please refer to Appendices A(1) to A(25) of EDBCM No. 1/2022 for the detailed eligibility criteria for the secondment positions.

Signature of Applicant:

 (Name : _____)

Rank : _____

Date : _____

Education Bureau
Staff Interflow Schemes 2022
Annual Teacher Secondment Exercise (2022/23 school year)

Application for Collaborate Research and Development (“Seed”) Projects
(To be completed by the applicant whose school applies for participation in the “Seed” Projects)

A. Project applied for

Project Code	Title of “Seed” Project

B. Teacher’s expectations of participation in the above “Seed” Project

Please use the space below or separate A4 sheet(s) to provide details of your expectations with regard to the following aspects:

1. Benefits to self/students/schools
2. Training/support needed
3. Difficulties envisaged
4. Others

Signature of Applicant:

(Name : _____) Rank : _____
Date : _____

Education Bureau
Staff Interflow Schemes 2022

Recommendation by Head of Division/School

Completion of this Annex (i.e. Annex 3) is required for applications for teacher secondment commencing August/September 2022 and for voluntary postings to schools by EDB non-teaching departmental grade officers at basic rank. This form should be completed by the school head (for applications from school teachers), the applicant's supervisor (for applications from school heads), or the division head (for applications from non-teaching grade officers at basic rank).

Name of Applicant :	(Name)	(Rank)
Supervisor's Remarks		
What are your views on the applicant's suitability for secondment to EDB/posting to a school?		
What are your views on the applicant's strengths/areas for improvement and his/her potential for career development?		
Priority number of this application (if more than one application is submitted from the same division/school) :	<input style="width: 80px; height: 25px;" type="text"/>	
Do you support this application? Please insert "✓" in the appropriate box.		
<input type="checkbox"/> Yes, I support this application. To the best of my knowledge, the applicant can be deployed to work for the interflow position he/she applies for. I accept the terms and conditions of interflow set out in EDBCM No. 1/2022. I understand that : <ul style="list-style-type: none"> ● it is my responsibility to report to EDB any subsequent changes to the applicant's terms and conditions of employment, duty/training commitment or approved leave schedule which may affect the applicant's eligibility or suitability for interflow. ● there will be no acting appointment to cover the absence of the officers released for interflow. 		
<input type="checkbox"/> No, I do not support this application. Reason(s) : _____		
Please indicate your acceptance to the relief arrangement by inserting "✓" in <u>only one</u> of the following boxes :		
<input type="checkbox"/> <u>Application for participation in the Annual Teacher Secondment Exercise</u> I am willing to receive funding for employing a substitute teacher at the basic rank ^{Note} (at the actual salary level if the applicant is at the basic rank) as relief arrangement.		
<input type="checkbox"/> <u>Application for voluntary posting to schools for non-teaching departmental grade officers at basic rank</u> I am willing to receive funding (up to the minimum salary point of the teacher post) for employing non-civil service contract staff.		
	Signature of supervisor /School Head: _____ (Name and Post : _____)	
Division/School: _____		
Tel : _____ Date : _____		

* Please delete where inapplicable

Note : For non-government schools teachers, please refer to the ranking details as stipulated in the "Code of Aid". For part-time secondment case, funding will be provided on a pro-rata basis.

**Education Bureau
Staff Interflow Schemes 2022**

**School Application Form
(To be completed by School Heads)**

Please read Education Bureau (EDB) Circular Memorandum (CM) No. 1/2022 before filling in this form. The completed application form should be sent by post to the Human Resource Management Unit of EDB on 4/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or by hand to the Education Bureau's drop-in box (Box no.: EDB03 – Staff Interflow Schemes 2022) located at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please specify "Application for Interflow" on the envelope. Application for interflow arrangement to commence in August/September 2022 should reach HRM Unit of EDB or EDB's drop-in-box on or before 10 March 2022.

**Participation in Collaborative Research and Development ("Seed") Projects
2022/23 School Year**

Part I: My school wishes to take part in the following "Seed" Project(s) in 2022/23:

(Please refer to Appendix A(26) for the information on "Seed" projects.)

No.	Title of "Seed" Project	Project Code	Name of CDI Section	Please list all other projects in which the school is participating (e.g. QEF, SBSS, etc.) for CDI's reference.
1.				
2.				
3.				

Part II: School information

School Name : _____

School Address : _____

Telephone No. : _____ Fax No. : _____

Contact Person: *Mr/Ms _____

Telephone No. : _____ Fax No. : _____

E-Mail Address: _____

Signature of School Head : _____

Name of School Head : _____

(in BLOCK letters)

Date : _____

* Please delete where inapplicable.

Please provide the following details for each project separately.

Part III: Proposal Details

Please discuss the project that you are applying for with the relevant Section of CDI, and submit a proposal with the following details on A4 sheet(s):

- *Title of “Seed” Project with project code*
- *School particulars (e.g., reasons for conducting the project, commitment of teachers, willingness to share findings with other schools, previous experiences in school-based curriculum projects)*
- *Proposal details (e.g., objectives, how the project fits in with the curriculum needs of your school, availability of resources, action plan with schedule, expected deliverables and evaluation methods)*

Part IV: Secondment of Teachers (Please complete this part for “Seed” Projects provided with Seconded Teachers.)

Please tick in the appropriate box below:

- My school does not wish to nominate any teacher for secondment to the CDI to participate in its “Seed” Project(s).
- My school wishes to nominate the following teacher(s) for secondment to the CDI to participate in its “Seed” Project(s) (please also submit the completed **Appendix B and its Annexes 2 and 3** for each teacher nominated) :

No.	Name of Teacher	Project code (secondment applied for)
1.	*Mr/Ms	
2.	*Mr/Ms	

* Please delete where inapplicable.

Education Bureau
Staff Interflow Schemes 2022

School Application Form
(To be completed by School Heads)

Please read Education Bureau (EDB) Circular Memorandum (CM) No. 1/2022 before filling in this form. The completed application form should be sent by post to the Human Resource Management Unit of EDB on 4/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or by hand to the Education Bureau's drop-in box (Box no.: EDB03 – Staff Interflow Schemes 2022) located at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please specify "Application for Interflow" on the envelope. Application for interflow arrangement to commence in August/September 2022 should reach HRM Unit of EDB or EDB's drop-in-box on or before 10 March 2022

Participation in IT in Education Centre of Excellence Scheme

My school wishes to participate in the IT in Education Centre of Excellence Scheme in the 2022/23 school year. The following are the particulars of my school:

Part I: School Information

School Name: _____
 School Address: _____
 Telephone No.: _____ Fax No.: _____
 Contact Person: *Mr/Ms _____
 Telephone No.: _____ Fax No.: _____
 E-Mail Address _____

Part II: Proposal Details

Please submit a proposal with the following details on no more than ten pages of A4 paper:

- background of school;
- three major strengths in e-learning which are in line with the EDB's policy on IT in Education;
- whole-school planning on e-learning implementation, including curriculum planning, capacity building and use of IT tools (e.g. e-textbook, e-learning resources, e-assessment platforms) in different KLAs and promotion of STEM education;
- a school plan in promoting information literacy, and parent education in the context of e-learning and e-safety (including internet safety, healthy and ethical use of electronic devices), if any;
- a brief description of achievements in promoting IT in Education in the past three years (with track records), and a concrete e-learning work plan on providing professional support to schools, building your own school's professional capacity and community of practice in the school sector; and
- information on additional manpower support (including an overview of such teachers' relevant experiences, expertise and major subjects taught) who are considered appropriate to serve as backup to the nominated teachers, if any.

Part III: Details of Teachers Nominated for Secondment to EDB

My school wishes to nominate the following two teachers to be the part-time seconded teachers to the IT in Education Section in the 2022/23 school year (Please nominate exactly two number of teachers) :

No.	Name of Teacher ^{Note}	Rank	HKID
1.	*Mr/Ms		
2.	*Mr/Ms		

Note : Each part-time seconded teacher should also submit a completed Appendix B with Annex 3 to show their experiences and qualifications.

Signature of School Head: _____
 Name of School Head _____
 (in BLOCK letters)
 Date: _____

*Please delete where inapplicable

Education Bureau
Staff Interflow Schemes 2022

Terms and Conditions
for Secondees from Schools in the Aided Sector and
under the Direct Subsidy Scheme (DSS)

1. Period of Secondment

- 1.1 Unless otherwise specified, secondment to the Education Bureau (EDB) is for the period from 1 September 2022 to 31 August 2023. The Permanent Secretary for Education may vary the period of secondment in consultation with the employer of the secondee.

2. General

- 2.1 Applicants are selected for secondment to EDB on their substantive ranks.
- 2.2 During the period of secondment, the secondee will remain as an employee of his original employing organisation. His terms of appointment and conditions of service will be the same as those applicable to his original employment and will not be changed by the secondment unless expressly provided for in this memorandum.
- 2.3 A secondee from schools in the aided sector or DSS schools will return to his employing organisation after the secondment.
- 2.4 A secondee is subject to the provisions of the Prevention of Bribery Ordinance (Cap. 201) and the Official Secrets Ordinance (Cap. 521).
- 2.5 The secondee is required to observe any Ordinances, Regulations and bureau instructions which may apply to staff of EDB.

3. Working Hours

- 3.1 The normal office opening hours in a non-school setting are from 8:30 a.m. to 6:00 p.m. on weekdays. A secondee is normally required to work for 44 hours gross per week.
- 3.2 The working hours may vary according to the operational needs of EDB.

4. Remuneration

- 4.1 The employing organisation will continue to be responsible for the secondee's remuneration, professional development, and other applicable and entitled benefits as set out in the terms of employment. Where applicable, he will continue to proceed along his present salary scale and contribute to the provident fund or other superannuation schemes as appropriate.

5. Employee's Compensation

- 5.1 During the period of secondment, the employing organisation will remain liable to pay compensation in accordance with the Employees' Compensation Ordinance (Cap. 282) for death or injuries suffered by the secondee by accident arising out of and in the course of performing his duties.

6. Vacation Leave and Holiday Arrangements

- 6.1 The secondee will not be entitled to school holidays during the period of secondment.
- 6.2 During the period of secondment, a secondee from schools in the aided sector or DSS schools will be entitled to vacation leave comparable to the entitlement of his civil service counterpart with the same duration of continuous service in the profession.
- 6.3 The secondee must exhaust all the vacation leave earned during the secondment period (i.e. before returning to his employing organisation). All unspent leave earned during the secondment period will lapse upon completion of the interflow.

7. Duties

- 7.1 The secondee will be assigned to take up duties as stated in the job descriptions to be provided by EDB.
- 7.2 The nature of work undertaken by the secondee is deemed to be equivalent to that of his original duties in his employing organisation for the purpose of determining claims for provident fund, and other employment-related matters, such as seniority, promotion, increment, etc.

8. Performance Appraisal

- 8.1 EDB will conduct performance appraisal by means of a standard appraisal form for secondees whose period of secondment is three months or longer. The appraisal report will only be disclosed to officers of EDB and the secondee's employing organisation who are required to perform human resource management functions. EDB may also, upon request of the employing organisation, complete an appraisal of the secondee using the organisation's report form.

9. Conduct

- 9.1 The secondee should observe all Government rules and regulations on conduct and related matters as applicable to civil servants.

10. Disciplinary Sanctions

10.1 The secondee will be liable to disciplinary sanction (which includes written or verbal warning, etc.) if he neglects or wilfully refuses to perform his duties or in any manner misconducts himself or is convicted of a criminal offence.

10.2 Upon evidence that the secondee has neglected or wilfully refused to perform his duties or has misconducted himself in any manner or has been convicted of a criminal offence, he will be subject to such disciplinary sanction as is deemed appropriate. EDB may also disclose to the secondee's employing organisation established misconducts or criminal convictions in respect of the secondee during or after the secondment period.

11. Changes in Terms and Conditions of Service

11.1 EDB may in consultation with the employing organisation alter any of the terms and conditions of secondment as set out in this document at any time as considered necessary having regard to operational requirements.

**Education Bureau
Staff Interflow Schemes 2022**

**Terms and Conditions
for Civil Service Employees of Education Bureau**

1. Period of Secondment

- 1.1 Unless otherwise specified, the interflow arranged by the Education Bureau (EDB) is for the period from 1 September 2022 to 31 August 2023.

2. General

- 2.1 The employment status of a participating officer and his terms and conditions of service as a civil servant will remain unchanged during the period of interflow outside his/her own rank.
- 2.2 The officer will remain in the establishment of his substantive rank/respective grade.
- 2.3 The officer will be matched to a posting of an appropriate level commensurate with his own rank. No acting appointment will be arranged for the participant unless with the recommendation made by a promotion/selection board for the officer to be tried out in a higher rank.
- 2.4 During the period of interflow, the officer is required to observe any Ordinances, Regulations and bureau instructions issued by EDB. He remains liable to disciplinary punishment if he neglects or wilfully refuses to perform his duties or in any manner misconducts himself.
- 2.5 On completion of the interflow, the officer will either resume his posting prior to the interflow or be transferred to another post in his own rank/grade.

3. Working Hours

- 3.1 The normal office opening hours in a non-school setting are from 8:30 a.m. to 6:00 p.m. on weekdays. The working hours in a school setting will be determined by the school operations.
- 3.2 The working hours may vary according to the operational needs of the host office.

4. Remuneration

- 4.1 The salary and salary scale of an officer, as well as other applicable and entitled benefits as set out in his terms of employment, will not be affected by the posting outside his own rank.

5. Employee's Compensation

5.1 During the period of interflow, the Government as employer will remain liable for any compensation in accordance with the Employees' Compensation Ordinance (Cap. 282) for death or injuries suffered by the officer by accident arising out of and in the course of performing his duties.

6. Vacation Leave and Holiday Arrangements

6.1 An officer on interflow to a non-school setting will not be allowed to enjoy school holidays. He will earn vacation leave during the period of interflow at a rate commensurate with the relevant appointment terms under the prevailing Civil Service Regulations and according to his length of service.

6.2 A civil service teacher undergoing interflow in a non-school setting is required to exhaust all the vacation leave earned before the end of the interflow period. All unspent leave earned during the secondment period will lapse upon completion of the interflow.

7. Performance Appraisal

7.1 For an officer undergoing interflow, the line of reporting according to the secondment position will apply. The standard appraisal form of the officer's own rank will be adopted; where necessary, additional assessment items may be entered on the form to reflect the duties performed by the officer. The normal appraisal cycle applicable to officer's own rank will be followed.

7.2 To ensure fairness and consistency in the assessment standard, appraisal reports of officers on interflow outside the normal scope of work of his own rank/grade will be reviewed by the Moderation Panel.

**Education Bureau
Staff Interflow Schemes 2022**

Interflow Scheme Features	Annual Teacher Secondment Exercise	Scheme of Voluntary Postings to Schools	Cross-grade Posting Scheme
Eligible officers	Serving heads and teachers of secondary/primary/special schools in the government, aided sector and schools under the Direct Subsidy Scheme.	EDB departmental grade (non-teaching) officers at basic rank, namely AI(G), AI(NG), AEO(A) and EA.	EDB departmental grade officers (either teaching or non-teaching).
Secondment positions	at Appendix A. (Some of the “Seed” Projects do not involve secondment positions.)	No secondment position is available and secondment is subject to availability of vacancies of the right subjects and levels in schools.	No secondment position is available and secondment is subject to successful matching of posts amongst applicants.
Application form to be used	(i) Secondment positions at A(1) to A(25) - Appendix B with Annexes 1 and 3. (ii) “Seed” Projects at A(26) - “Seed” Projects that will involve secondment of teachers: Appendix B with Annexes 2 and 3; and Appendix C - “Seed” Projects that will not involve secondment of teachers: Appendix C (iii) IT in Education Centre of Excellence Scheme at A(27) - Appendix B with Annex 3; and - Appendix D.	Appendix B with Annex 3 only.	Appendix B without annex.
Matching arrangement	Interview is required as part of the selection process.	Matching to be conducted centrally by EDB; interview may be required.	Matching to be conducted centrally by EDB; interview may be required.
Validity period of application	Applications valid for the current exercise only.	Applications valid for two years from the date of application.	Applications valid for two years from the date of application.
Closing date of application	10 March 2022	Open all year round. 10 March 2022 is the closing date for applications intended for postings to schools to commence in August/September 2022.	Open all year round. 10 March 2022 is the closing date for applications intended for postings to schools or postings involving teaching grades officers to commence in August/September 2022.