

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

Upon the implementation of the New Senior Secondary (NSS) academic structure from the 2009/10 school year, the teacher-to-class ratios<sup>1</sup> for secondary schools, as stipulated in the report “The New Academic Structure for Senior Secondary Education and Higher Education” published in May 2005, are revised as follows:

***From the 2009/10 school year to the 2011/12 school year (i.e. up to the double cohort year)***

- (i) 1.7 teachers per junior secondary class
- (ii) 1.9 teachers per senior secondary class in the new system and S5 of the pre-NSS system
- (iii) 2.3 teachers per S6 and S7 class of the pre-NSS system

***In and after the 2012/13 school year***

- (i) 1.7 teachers per junior secondary class
- (ii) 2.0 teachers per senior secondary class

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

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

*(updated on 1 September 2009)*

(b) Graded Posts within the Establishment

The ratio<sup>2</sup> of graduate teacher posts in aided secondary schools has been increased to 80% in the 2008/09 school year and further to 85% in the 2009/10 school year.

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

*(updated on 1 September 2009)*

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<sup>1</sup> Before the 2009/10 school year, the teaching staff ratios were 1.3 teachers per class for Secondary 1-5 and 2.0 teachers per class for Secondary 6-7. The revised teacher-to-class ratios adopted from the 2009/10 school year have embedded the provision of additional teachers to all schools including the teachers for split class teaching, school librarian, additional Chinese language teachers, additional teachers for remedial teaching, counselling and extra-curricular activities and additional non-graduate teachers under Education Commission Report No. 5.

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

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

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

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

(d) Part-time Teachers

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

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

(e) Additional Teachers

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

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

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

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

One more NET may be employed to fill one of the additional English teacher posts at GM rank allocated to them in accordance with Attachment B. (updated on 1 November 2012)

- (iii) With effect from 1 September 1996, new schools are provided with one additional Graduate Master/Mistress in the initial two years of operation.

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

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

The fractional GM post is worked out by adding up the fractional entitlements, if any, in 1(a), i.e. overall establishment deduced from teacher-to-class ratios, and 1(e)(iv), i.e. additional teachers for schools with academic low achievers. Any whole number of the sum is added to the GM establishment. Both the fractional and whole number GM posts do not count towards the calculation of promotion posts and the graduate teacher ratio. School may keep the fractional GM post in the teaching staff establishment or opt for encashing the fractional GM post, which is calculated on the basis of the mid-point salary of GM teachers. *(updated on 1 September 2009)*

2. Flexibility in Staff Structure

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

- (a) (i) Among the graduate teaching posts, the proportion of Senior Graduate Master/Mistress (SGM) and Principal Graduate Master/Mistress (PGM) posts shall not exceed five-twelfths. This proportion excludes one Graduate Master/Mistress (GM) post upgraded to SGM in a secondary school with 15 or more classes with effect from 1 September 1994.
- (ii) Among the non-graduate teaching posts, the proportion of Senior Assistant Master/Mistress (SAM) posts shall not exceed one-quarter; and the combined proportion of SAM and Assistant Master/Mistress (AM) posts shall not exceed one-half. The upgrading arrangement of an SAM post to a PAM post for a secondary school with 24 or more classes has ceased since 1 September 2008 upon the enhancement of the graduate teacher ratio.

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

- (iii) The proportion of graduate teaching posts shall not exceed 85% of the teaching staff entitlement, calculated according to the approved teacher-to-class ratios. This proportion excludes the additional graduate and non-graduate teaching posts provided in paragraphs 1(e)(i), (ii), (iii) and (iv) and the GM posts in paragraph 1(f). (*updated on 1 September 2009*)
- (iv) In calculating the proportions of promotion posts, posts provided for the Principal and those in paragraphs 1(e)(ii), (iii) and (iv) and 1(f) shall be excluded, but additional teachers in paragraph 1(e)(i) shall be included. (*updated on 1 September 2009*)
- (b) No serving teacher's service may be terminated for the purpose of taking advantage of this provision.
- (c) When a staff structure of a school has been approved and implemented which involves a greater proportion of non-graduate teachers and additional AM or SAM posts beyond those provided on the above basis, the proportion of graduates should be raised as and when AM and SAM posts fall vacant. The Permanent Secretary may, however, approve the school to replace a departing Certificated Master/Mistress with a Graduate Master/Mistress to meet a demand for graduate teachers on justifiable grounds, subjects to no overall increase in the number of promotion posts.

### 3. Workshop Teachers

In schools with workshops designed to accommodate 40 pupils, one workshop teacher may be appointed per workshop. In schools with workshops designed to accommodate fewer than 40 pupils, split class teachers may be appointed.

### 4. Educational Psychologists

- (a) The Education Bureau creates additional educational psychologist (EP) posts in aided ordinary schools and invites school sponsoring bodies (SSBs) to apply for these posts under the School-based Educational Psychology Service (SBEPS) starting from the 2008/09 school year. Each EP post awarded to the SSB is employed as a non-teaching specialist staff of a base school under its sponsorship to provide SBEPS for schools assigned by the Education Bureau and such schools are not limited to those belonging to the same SSB operating the base school.
- (b) The EP posts created in aided ordinary schools are combined establishment, with the ranks of EP I and II. Candidates having fully met the entry requirements for EP I, with at least 3 years of satisfactory service as an EP II, can be considered for direct appointment to EP I. Candidates not fully meeting the above criteria may be appointed as EP II, should they meet the entry requirements for this rank. Guides to appointment of EP I and II are stipulated in Attachments L and M of Appendix 4, and conditions for promotion of EP are stipulated in Appendix 9.

(*Updated on 1 November 2013*)

### 5. Laboratory Technician

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

6. Guides to Appointment

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

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

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

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

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

(updated on 1 September 2009)

Note :

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