

EDUCATION BUREAU

Non-Civil Service Teaching Vacancies in Government Secondary Schools

Civil Service Bureau Job Number : 45117

(Advertising Date : 21 June 2024)

Post : Contract SEN Teacher

<u>No</u>	<u>School</u>	<u>Subject</u>	<u>EDB Job No</u>	<u>Contract Period</u>	<u>Duties</u>	<u>Entry Requirements</u>	<u>Salary</u>	<u>Closing Date of Application</u>
1	Fanling Government Secondary School	SEN Support Teacher	FGSS /002	1 September 2024 – 31 August 2025	(a) To deliver high quality teaching based on the major (Chinese, English & Maths) of bachelor's degree to meet the diverse learning needs of SEN students. The teaching workload is approximately half to twothird that of a regular teacher, while the total workload is approximately 80% that of a regular teacher; (b) To provide counselling and individual support to SEN	(a) Bachelor's degree or above in a relevant field. Fresh graduates are welcome to apply, as comprehensive training will be provided. (b) Pass the Basic Law and Hong Kong National Security Law Test to ensure compliance with local regulations. (c) Good command of Chinese and English, both written and spoken, to communicate effectively with colleagues, parents, and outside professional; (d) Strong IT and communication skills to collaborate effectively with others	\$27,248 per month	28 June 2024

				<p>students to help them achieve their learning goals and foster positive social and emotional development; (c) To handle related administrative duties, such as maintaining accurate records and implementing Individual Education Plans (IEPs) for SEN students, to ensure effective communication with parents and colleagues; and (d) To provide guidance to SEN students on their career and life planning, as well as personal growth, to help them develop into wellrounded individuals and prepare for the future.</p>	<p>and use technology to support student learning; (e) Patience and passion for supporting SEN students to help them achieve their learning goals and build confidence; and (f) Experience in counselling and guidance work and/or implementing Individual Education Plans (IEPs) in secondary schools is an advantage, but not required.</p>		
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Terms of Appointment:

Successful candidates will be employed on non-civil service contract.

Fringe benefits:

The fringe benefits are subject to the conditions of employment for temporary teachers on month-to-month terms prevailing at the time the offer of appointment is made.

General Notes:

- (1) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.
- (2) As an Equal Opportunities Employer, the Government is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.
- (3) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.
- (4) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.
- (5) Where a large number of candidates meet the specified entry requirements, the recruiting school may devise shortlisting criteria to select the better qualified candidates for further processing. In these circumstances, only shortlisted candidates will be invited to attend recruitment examination and/or interview.
- (6) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to any further shortlisting criteria. Applicants who have declared disabilities found suitable for appointment may be given an appropriate degree of preference over other applicants whose suitability for appointment is considered comparable to that of the former. The Government policy and other related measures on employment of persons with disabilities are set out in the booklet “Employ People Based on Their Abilities – Application for Government Jobs by Persons with Disabilities” which is available for reference on the Civil Service Bureau's website at <http://www.csb.gov.hk> under “Administration of the Civil Service – Appointments”.
- (7) Holders of academic qualifications other than those obtained from Hong Kong institutions/ Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the recruiting schools at the address specified.

How to Apply:

- (1) Application forms [G.F. 340 (Rev. 7/2023)] are obtainable from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division,

Labour Department. The said form can also be downloaded from the Civil Service Bureau's web site (<http://www.csb.gov.hk>).

(2) Please mark clearly the EDB Job No and specific post applied for, e.g. Temporary Teacher (KC/001) on application forms [G.F. 340 (Rev. 7/2023)].

(3) The new version of application form for Government jobs G.F. 340 (Rev.7/2023) has been in use with effect from 26 July 2023. Candidates who apply for Government jobs advertised on or after 26 July 2023 should use the new G.F. 340 (Rev. 7/2023). If candidates submit the old version form (G.F. 340 (Rev. 3/2013)), they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications will not be processed further

(4) Completed forms should reach the recruiting school on or before the closing date of application. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to the recruiting schools and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage.

(5) Candidates who are selected for interview will normally receive an invitation in about one to four weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. For enquiries, please call the telephone number of the recruiting schools.

School Address and Enquiry Telephone :

<u>School</u>	<u>Address</u>	<u>Enquiry Telephone</u>
Fanling Government Secondary School	27, Yat Ming Road, Fanling	2677 6778