

Appendix 2

For the abbreviation in this Appendix, please refer to “List of Abbreviation” at the end.

Staff Establishment**A. SCHOOL SECTION****1. Teaching Staff Establishment****(a) Staffing Ratios****Basic Provision**

- (i) Upon the implementation of the New Senior Secondary (NSS) academic structure from the 2009/10 school year, the staffing ratios for primary classes and junior secondary classes are 1.7 teachers per class, and the staffing ratio for senior secondary classes is 1.9 teachers per class. These staffing ratios have embedded the Additional Teachers for All Special Schools¹. With effect from the 2012/13 school year, the staffing ratio for senior secondary classes of special schools offering the ordinary curriculum will be 2.0 teachers per class. The teaching posts provided under the teacher-to-class ratios above are referred to as the Basic Provision.

Additional Provision

- (ii) Starting from the 2017/18 school year, the above teacher-to-class ratios are increased by 0.1 teacher per class, i.e. Additional Provision. The additional teaching post(s) so created in the secondary section is/are at Graduate Master/Mistress (GM) rank. With effect from the 2020/21 school year, the post(s) is/are included in calculating promotion posts. For the primary section, the additional teaching post(s) so created is/are at the rank of Assistant Primary School Master/Mistress (APSM) and not included in calculating the promotion posts and ratio of graduate teacher posts in the teaching staff establishment.
- (iii) The number of teachers will be calculated separately for the primary and secondary sections. Any decimal teacher entitlement arising from the calculation of the foregoing staffing ratios will be provided as GM and APSM in the secondary and primary sections respectively. Schools may keep the fractional teacher posts, which will not be counted towards the calculation of promotion posts or graduate teacher ratio, in the teaching staff establishment. Alternatively, schools may opt for encashing the fractional teacher posts calculated at the mid-point salary of GM and APSM respectively.

(Updated on 1 September 2020)

¹ Additional Teachers for All Special Schools include Resource Teacher for Supportive Educational Programmes, Teacher Librarian and teacher for split-class teaching.

(b) Head of School

In schools with more than 3 classes, the calculation is exclusive of the post of the Head of the school. For grading of the Head of School, please refer to Attachment A.

(c) Vice-principals / Deputy Heads of School

In a special school with both primary and secondary sections and with 11 equivalent ordinary secondary classes or less, 1 Primary School Master/Mistress (PSM) post will be re-ranked to the Senior Primary School Master/Mistress (SPSM) rank for the deputy head at its primary section. In a special school with both primary and secondary sections and with 12-23 equivalent ordinary secondary classes, 1 Senior Graduate Master/Mistress (SGM) post will be re-ranked to the Principal Graduate Master/Mistress (PGM) rank for the vice-principal at its secondary section and 1 PSM post will be re-ranked to the SPSM rank for the deputy head at its primary section. In a special school with both primary and secondary sections and with 24 equivalent ordinary secondary classes or more, 1 SGM post will be re-ranked to the PGM rank for the vice-principal at its secondary section and 1 PSM post will be re-ranked to the SPSM rank for the deputy head at its primary section. For the third deputy head, they are allowed to opt for the provision of vice-principal / deputy head either at the secondary section or the primary section.

In a secondary special school with 12 - 23 equivalent ordinary secondary classes, 2 SGM posts will be re-ranked to the PGM rank for vice-principals; and in a secondary special school with 24 equivalent ordinary secondary classes or more, 3 SGM posts will be re-ranked to the PGM rank for vice-principals.

In a primary special school with 12 - 17 equivalent ordinary primary classes, 1 PSM post will be re-ranked to the SPSM rank for the deputy head; in a primary special school with 18 - 23 equivalent ordinary primary classes, 2 PSM posts will be re-ranked to the SPSM rank for deputy heads; and in a primary special school with 24 equivalent ordinary primary classes or more, 3 PSM posts will be re-ranked to the SPSM rank for deputy heads.

(updated on 1 September 2020)

(d) Part-time Teachers

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

$$1.5 \quad \times \quad \frac{\text{Number of periods taught by teacher per week}}{\text{Total number of periods taught per week}}$$

(e) Teachers Assisting in Speech Therapy (TAST)

A school for children with hearing impairment (HI) may appoint TASTs at the ratio of 1 for 3 classes of which one post must be offset by a speech therapist.

The number of TASTs should be calculated for the school as a whole. Where fractional staff results, this will be rounded up when it reaches 0.5, otherwise it will be rounded down. The resulting number will then be apportioned between the primary and secondary sections of the special school in accordance with the number of classes in each section, in such a way that no fractional staff for either section will result. TASTs will form part of the teaching establishment of the school.

Remark: All the TAST posts should be phased out by natural wastage and replaced by speech therapists. *(updated on 1 September 2021)*

(f) Mobility Instructors

A school for children with visual impairment (VI) or school for children with visual impairment cum intellectual disability (VI cum ID) may appoint 0.5 mobility instructor per class. Mobility instructors will be calculated in accordance with the number of classes in each of the primary and secondary section and be included in the calculation of the teaching establishment for the relevant section. Mobility Instructors will be reckoned as members of the teaching establishment of the school.

(updated on 1 September 2020)

(g) Resource Teachers (RTs)

(i) Resource Teachers for Children with Visual Impairment

Schools for children with VI offering the Resource Support Programme (RSP) may appoint RTs to teach students with VI who are registered under the RSP and attending ordinary schools or special schools other than those for children with VI, at the ratio of 0.5 RT to 3 students (braille users) and 0.5 RT to 5 students (non-braille users).

RTs for students of ordinary secondary schools and for students in the secondary section of special schools will be reckoned as members of the teaching establishment of the secondary section while those for students of ordinary primary schools and for students in the primary section of the special schools will be reckoned as members of the teaching establishment of the primary section.

The number of RTs under the RSP included in the staff entitlement is capped. Any additional RTs incurred on top of the capped entitlement would be provided in form of cash grant, i.e. the Staff Encashment Grant. The Education Bureau may review the cap as and when required. Schools should refer to relevant circular letter currently in force for the entitlement of the RTs and the amount of the Staff Encashment Grant incurred.

(updated on 1 September 2021)

(ii) Resource Teachers for Children with Autism Spectrum Disorders (ASD)

Schools for children with intellectual disability (ID), schools for children with VI, a school for children with HI and schools for children with physical disability (PD) may appoint additional RT in its primary section for children with ASD, at the following provision ratio:

<u>No. of children with ASD</u>	<u>#No. of RTs provided</u>
Every 6 requiring remedial teaching programme	0.5

The additional teaching post is approved on the understanding that the operation of remedial teaching programme for autistic children is justified by the actual enrolment of students with ASD in the school. The post will be clawed back when it is no longer justified.

(updated on 1 September 2019)

(iii) Resource Teachers for Enhanced Support Service (ESS) for Students with Hearing Impairment

A school for children with HI may appoint:

- (a) additional RT in its primary section to provide support to students with HI who are attending ordinary primary schools and in need of additional support, at the ratio of 1 teacher for 1 unit. The size of a unit is 1-25 students.
- (b) additional RT in its secondary section to provide support to students with HI who are attending ordinary secondary schools and in need of additional support, at the ratio of 1 teacher for 1 unit. The size of a unit is 1-20 students.
- (c) additional RT in its primary section and secondary section to provide support to students with HI who are attending aided special schools and in need of additional support, at the ratio of 1 teacher for 1 unit. The size of a unit is 1-50 students.

(updated on 1 September 2019)

- (d) 1 senior teacher at Senior Graduate Master/Mistress (SGM) rank to undertake the duties of planning, development and monitoring of ESS for ordinary and special schools, which mainly include –

- planning, developing and implementing the support services for ESS students;
- overseeing the professional advice, counselling and guidance, and training for teachers and parents in centre-based and/or school-based support services;
- enhancing the support of ESS students in need of sign language to assist communication and learning, and providing support for teaching staff in ordinary schools the ESS students enrolled; and
- planning and coordinating the professional development for RTs.

The number of RTs under the ESS included in the staff entitlement is capped. Any additional RTs incurred on top of the capped entitlement would be provided in form of cash grant, i.e. the Staff Encashment Grant. The Education Bureau may review the cap as and when required. School should refer to relevant circular letter currently in force for the entitlement of the RTs and the amount of the Staff Encashment Grant incurred.

(updated on 1 September 2018)

(h) Teacher for Senior Secondary Support Programme

Hospital School may appoint 1.5 teachers at GM rank for each Senior Secondary Support Programme. The additional teacher posts will not be counted towards the calculation of promotion posts or graduate teacher ratio. The School may keep the fractional teacher post in the teaching establishment or opt for a cash provision calculated on the basis of the mid-point salary of GM. *(Updated on 1 September 2009)*

(i) Low-vision Training Teacher

A school for children with VI or school for children with VI cum ID may, subject to the needs identified, appoint not more than 1 additional teacher in its primary section for delivering low-vision training programme. The school may be entitled to 0.5 or 1 additional teacher should the workload of the low-vision training service be below or over 50% of the workload of a full-time teacher respectively. *(updated on 1 September 2019)*

(j) Additional Senior Teacher Posts of English

An additional Senior Teacher post, to be offset by a post in the rank of APSM, is provided to each primary special school/special school with primary section that operates 6 or more primary classes and adopts the ordinary school curriculum to provide curriculum leadership in the teaching of English to improve co-ordination, planning and methodology. The conditions for appointment to the additional post are at Appendix 5. *(updated on 1 September 2019)*

(k) Primary School Curriculum Leader

With effect from the 2020/21 school year, each special school with a primary section, regardless of the number of approved classes, is entitled to the provision of a Primary School Curriculum Leader post at the PSM rank. *(updated on 1 September 2020)*

(l) Additional Posts from the Senior Secondary Curriculum Support Grant (SSCSG) and/or the Career and Life Planning Grant (CLPG)

With effect from the 2016/17 school year, schools are allowed to turn the SSCSG and/or CLPG into regular teaching posts to provide more stable teacher manpower for schools to enhance the implementation of senior secondary curriculum and strengthen the development of life planning education and related guidance services. Upon conversion of SSCSG, each school would be provided with 0.1 GM per senior secondary class. As for conversion of CLPG into post, each school operating senior secondary class(es) would be provided with 1 GM. Starting from the 2019/20 school year, the regular teaching posts converted from the 2 grants will be counted towards the calculation of promotion post entitlement. The 2 grants are to be converted into regular teaching posts across the board before the 2022/23 school year. *(updated on 1 September 2019)*

(m) Expansion of Graduate Posts in Special Schools

Starting from the 2019/20 school year, all teaching posts on the approved establishment of aided schools are graduate teacher posts with the full implementation of the all graduate teaching force policy. *(updated on 1 September 2019)*

(n) Graded Posts within the Establishment

The number of posts in each rank shall be determined by making reference to the following attachments :

- | | |
|--------------|---|
| Attachment B | Teaching Staff Establishment for Primary Classes in Special Schools |
| Attachment C | Teaching Staff Establishment for Secondary Classes in Special Schools |

(updated on 1 September 2019)

2. Laboratory Technicians (LTs)

- (a) LT II/III for science laboratories may be appointed on the following scale :

<u>Number of Laboratories</u>	<u>Number of LTs</u>
1	1
2	2
3	3

- (b) In schools for children with HI with up to 17 classes, an additional LT II/III may be appointed for the maintenance of audiological equipment and hearing aids. A second additional LT may be appointed in schools for children with HI with 18 classes or more.
- (c) In special schools with 5 or more laboratories in the secondary section, one of the LTs may be appointed at the LT I level.
- (d) In a school for children with HI with more than 17 classes, one of the LTs appointed for the maintenance of audiological equipment and hearing aids may be appointed at the LT I level.
- (e) In a school for children with VI (school for children with VI cum ID excluded), a LT II/III may be appointed for the maintenance of special equipment/technical aids, and for providing technical assistance in setting up and operating the equipment.

3. Special School Social Workers

- (a) Special schools with 60 or fewer approved capacity will be provided with 1 school social worker, and subsequently 0.5 school social worker for every 30 students. However, where a sponsor operates 2 or more special schools, the ratio of provision may be applied to the combined capacity of the schools as if they were a single school.
(updated on 1 September 2018)
- (b) Special school social workers should, in general, be ranked at the Senior Social Work Assistant (SSWA) level.
- (c) Social workers in the following categories of special schools should be ranked at the Assistant Social Work Officer (ASWO) level, if graduate social workers are employed; or at the SSWA level if the posts are filled by non-graduate social workers;
- (i) schools for social development (SSD);
 - (ii) schools with senior secondary classes; or
 - (iii) schools where there are 3 or more professional disciplines (e.g. speech therapists, physiotherapists, occupational therapists and nurses) in addition to teachers and social workers, and where the social workers are given the additional responsibilities of a rehabilitation co-ordinator.

4. Speech Therapists (ST)

- (a) Schools for children with VI, schools for children with HI, schools for children with VI cum ID, schools for children with PD, and schools for children with ID as well as SSD may appoint STs on the following scale:

Type of School	No. of Classes	No. of ST
(i) VI cum ID, PD, MiID, MoID, Combined MiID and MoID, Combined MoID and SID, and Combined MiID, MoID and SID	1 – 5	1
	6 – 10	2
	11 – 15	3
	16 – 20	4
	21 – 25	5
	26 – 30	6
(ii) SID	1 – 5	1
	6 – 10	2
	11 – 15	2.5
	16 – 20	3
(iii) HI	1 ST by offsetting 1 of the TAST posts	
(iv) VI and SSD	1 ST	

(updated on 1 September 2020)

- (b) School for children with HI may appoint additional ST under the ESS for students with HI attending ordinary schools on the following scale:

<u>No. of units in ESS*</u>	<u>No. of ST</u>
1-4	1
5 and above	2

- * The number of approved units in the ESS for students with HI attending ordinary primary schools and ordinary secondary schools. The size of a unit is 1-25 students for ESS for primary schools and 1-20 students for ESS for secondary schools.

(updated on 1 September 2018)

5. Physiotherapists (PT) and Artisans

- (a) Schools for children with PD, schools for children with SID and the school for children with VI cum ID may appoint 0.5 PT for every 15 students and one artisan to support every 2 PTs.

(updated on 1 September 2020)

- (b) The Staff Structure for PTs should be as follows :

No. of PTs entitled	Ranking of staff	
	SPT	PT I
1		1
1.5		1.5
2		2
2.5		2.5
3		3
3.5		3.5
4		4
4.5		4.5
5		5

No. of PTs entitled	Ranking of staff	
	SPT	PT I
5.5		5.5
6	1	5
6.5	1	5.5
7	1	6
7.5	1	6.5
8	1	7
8.5	1	7.5
9	1	8
9.5	1	8.5
10	1	9

(updated on 1 September 2021)

(Note: Starting from the 2021/22 school year, PT II posts within the approved establishment of special schools are upgraded to PT I posts. Serving PT II will be accommodated until natural wastage or promoted to PT I.(updated on 1 September 2021)

6. Occupational Therapists (OT) and Occupational Therapy Assistants (OTA)

- (a) Schools for children with PD, #schools for children with SID and the school for children with VI cum ID may appoint 0.5 OT and 0.5 OTA for every 15 students.
Also applicable to SID classes in other schools for children with ID.
(updated on 1 September 2020)

- (b) The Staff Structure for OTs should be as follows:

No. of OTs entitled	Ranking of staff	
	SOT	OT I
1		1
1.5		1.5
2		2
2.5		2.5
3		3
3.5		3.5
4		4
4.5		4.5
5		5
5.5		5.5
6	1	5
6.5	1	5.5
7	1	6
7.5	1	6.5
8	1	7
8.5	1	7.5
9	1	8
9.5	1	8.5
10	1	9

(updated on 1 September 2021)

- (c) Starting from the 2017/18 s.y., #schools for children with MiID, # schools for children with MoID, the school for children with VI and the school for children with HI may appoint OTs and OTA on the following scale.
- # Also applicable to MiID and MoID classes in other schools for children with ID.

Type of School	No. of Classes	No. of OT I	No. of OTA
(i) MiID, MoID, VI and HI	6 or more	1	1
(ii) Combined MiID and MoID, Combined MoID and SID, Combined MiID, MoID and SID	6 or more (MiID classes and MoID classes will be counted separately)	1	1

(updated on 1 September 2021)

(Note: Starting from the 2021/22 school year, OT II posts within the approved establishment of special schools are upgraded to OT I posts. Serving OT II will be accommodated until natural wastage or promoted to OT I.
(updated on 1 September 2021)

7. Educational Psychologists (EPs)

- (a) Sponsoring bodies operating a minimum of 30 special school classes (except hospital schools) may appoint school-based EPs. While each EP may serve more than 1 special school under a particular sponsor, he/she will be employed by and stationed at one of the schools and considered as a member of the non-teaching specialist staff of that school. Provision ratios for EP to be employed by special schools are as follows :

<u>No. of Classes</u> <u>Operated by the Same Sponsor</u>	<u>Provisions of EP(s)</u>
30 – 59	1
60 – 99	2
100 – 139	3
140 – 179	4
180 - 219	5

(updated on 1 September 2020)

- (b) Special schools under different sponsoring bodies that could not benefit from the above EP provision may be allowed to group together and employ school-based EP by a school in the group in accordance with the provision ratios stipulated in the above paragraph 7(a). Each appointed school-based EP will serve all the schools in the group.

(updated on 1 September 2017)

- (c) The EP posts created in aided special schools are combined establishment, with the ranks of EP I and II. Candidates having fully met the entry requirements for EP I, with at least 3 years of satisfactory service as an EP II, can be considered for direct appointment to EP I. Candidates not fully meeting the above criteria may be appointed as EP II, should they meet the entry requirements for this rank. Guides to appointment of EP I and II are stipulated in Attachments J(i) and J(ii) of Appendix 4, and conditions for promotion of EP are stipulated in Appendix 5. *(updated on 13 June 2013)*

8. School Nurses

- (a) Schools for children with PD, schools for children with ID, school for children with HI, school for children with VI and school for children with VI cum ID may appoint full-time Registered Nurse(s) (RN) on the following scale:

<u>Type of School</u>	<u>No. of Pupils</u>	<u>No. of RN(s)</u>
(i) PD, SID, Combined MoID and SID, or Combined MiID, MoID and SID	40 – 129 130 or more	2 3
(ii) MiID, MoID, Combined MiID and MoID, or VI cum ID	40 or more	2
(iii) VI or HI	40 or more	1

(updated on 1 September 2021)

- (b) Registered Nurse (Psychiatric)

Starting from the 2021/22 school year, for special schools with a total of two or more RNs on the approved establishment of both the school and boarding sections, when a vacancy for RN arises, they may, having regard to students' needs, flexibly recruit not more than one Registered Nurse with psychiatric nursing training, i.e. Registered Nurse (Psychiatric), to fill the vacant post in the school section or the boarding section.

(updated on 1 September 2021)

- (c) Nursing Officer (NO)

Starting from the 2021/22 school year, for special schools with a total of four or more RNs on the approved establishment of both the school and boarding sections, one in every four of these RN posts is upgraded to the rank of NO in the school section and/or the boarding section.

(updated on 1 September 2021)

9. Clerical Staff

Special schools may appoint clerical staff on the following scale, which shall also apply in calculating the amount of the Administration Grant payable to it :

<u>Capacity at Full Development</u>	<u>No. of Clerical Staff</u>
up to 49	1 Clerical Assistant
50 - 99	1 Clerk Class II / Assistant Clerical Officer
100 - 149	1 Clerk Class II / Assistant Clerical Officer and 1 Clerical Assistant
150 or more	2 Clerk Class II / Assistant Clerical Officers

10. Brailling Staff

Schools for children with VI operating RSP for students with VI may appoint brailling staff at the ratio of :

<u>No. of Students with VI (Braille Users) registered under the RSP</u>	<u>Provision of Brailling Staff</u>
9	2

The number of Brailling Staff under the RSP included in the staff entitlement is capped. Any additional Brailling Staff incurred on top of the capped entitlement would be provided in form of cash grant, i.e. the Staff Encashment Grant. The Education Bureau may review the cap as and when required. School should refer to relevant circular letter currently in force for the entitlement of the Brailling Staff and the amount of the Staff Encashment Grant incurred.

(updated on 1 September 2018)

11. Workshop Attendants

Special schools may appoint 1 workshop attendant for each approved workshop.

12. Janitor Staff

The following scale shall apply in calculating the amount of the Administration Grant or the Revised Administration Grant payable to the school:

- (a) One third janitor staff may be allowed for every operating class and approved special room.
- (b) In schools for children with PD and schools for children with SID, 0.75 janitor staff may be allowed for every operating class and 0.5 for every approved special room.

- (c) In schools for children with MoID and SID, schools for children with MiID, MoID and SID, one third janitor staff may be allowed for every operating MoID class, 0.75 janitor staff may be allowed for every operating SID class and 0.5 for every approved special room.
(Updated on 1 September 2020)

Fractional staff will be rounded up after summation.

13. Drivers

- (a) Schools for children with VI, schools for children with PD, schools for children with ID, a school for children with HI and SSD may appoint one driver for each registered school bus, subject to the number of students in need of the service.
- (b) Drivers in special schools will be ranked at Special Drivers.

(Updated on 1 September 2021)

14. Teacher Assistants (TAs)

- (a) TAs may be appointed in the following categories of special schools at the ratio of 1 TA per class :

- (i) schools for children with SID;
- (ii) #schools for children with MoID and SID;
- (iii) #schools for children with MiID, MoID and SID;
- (iv) school for children with VI cum ID;
- (v) schools for children with PD; and
- (vi) psychiatric units in hospital schools.

Only SID classes will be counted for the provision of TA.

- (b) TAs may be appointed in the following categories of special schools at the ratio of 1 TA per 2 RTs for children with ASD. When fractional staff results, it will be rounded down to the nearest 0.5:

- (i) schools for children with MiID;
- (ii) schools for children with MoID;
- (iii) schools for children with MiID and MoID;
- (iv) schools for children with MoID and SID; and
- (v) schools for children with MiID, MoID and SID.

(Updated on 1 September 2020)

15. School Executive Officers

The Education Bureau creates the School Executive Officer posts in the approved non-teaching staff establishment in aided schools and invite schools to opt for creating these posts starting from the 2019/20 school year. Guides to appointment of School Executive Officer are stipulated in Attachment L of Appendix 4.

(Updated on 1 September 2019)

B. BOARDING SECTION

All special schools with an approved boarding section subvented by the Education Bureau may be provided with the following staff :

1. Wardens

- (a) Special schools may appoint one warden for the boarding section.
- (b) The warden should, in general, be ranked at the Social Work Officer (SWO) level for a boarding section with a capacity of 40 boarders and above, or the ASWO level for a boarding section with a capacity of less than 40 boarders.
- (c) As an alternative rank for the warden grade, the post can be filled by non-graduate social workers at the Chief Social Work Assistant (CSWA) level for a boarding section with a capacity of 40 boarders and above, or the SSWA level for a boarding section with a capacity of less than 40 boarders.

(Updated on 1 September 2020)

2. Assistant Wardens

Assistant warden(s) may be appointed among the approved establishment of houseparents and programme workers. 2 assistant wardens may be appointed at the ASWO level for a boarding section with a capacity of 40 boarders and above. As an alternative rank, the post can be filled by non-graduate social workers at the SSWA level. For a boarding section with a capacity of less than 40 boarders, 1 assistant warden may be appointed at the Social Work Assistant (SWA) level.

(Updated on 1 September 2020)

3. Houseparents-in-charge

For a boarding section with a capacity of 40 boarders and above, a houseparent-in-charge may be appointed amongst every 4 posts of houseparent. The houseparent-in-charge should be ranked at the SWA level.

(Updated on 1 September 2020)

4. Houseparents

Houseparents at SWA level may be appointed on the following scale :

<u>Categories of boarders</u>	<u>Week-day ratio</u>	<u>Saturday & Sunday ratio</u> (in addition to the <u>week-day provision</u>)
HI or VI	2 for 15 boarders	2 for 15 boarders
MoID	2 for 12 boarders	2 for 12 boarders
PD, SID, or VI cum ID	2 for 8 boarders	2 for 8 boarders

(Updated on 1 September 2020)

5. Programme Workers

Programme workers at SWA level may be appointed on the following scale :

<u>Number of boarders</u>	<u>For week-days</u>	<u>For Saturdays & Sundays (in addition to the week-day provision)</u>
60 or less	1	1
61 - 120	2	2
121 or more	3	3

(Updated on 1 September 2020)

6. Nurses

Nurses may be appointed on the following scale :

<u>Categories of boarders</u>	<u>Week-day ratio</u>	<u>Saturday & Sunday ratio (in addition to the week-day provision)</u>
HI, VI or MoID	1 RN for 20 or more boarders	1 RN for 20 or more boarders
PD, SID, or VI cum ID	1 RN or EN for 25 boarders	1 RN or EN for 25 boarders

Where fractional staff results, this will be rounded up to the next whole number.

For boarding sections of schools for children with MoID, schools for children with SID, schools for children with PD or schools for children with VI cum ID, the minimum provision will be 1 nurse at any one time during the operational hours of the boarding section irrespective of its size.

(Updated on 1 September 2020)

Starting from the 2021/22 school year, for special schools with a total of two or more RNs on the approved establishment of both the school and boarding sections, when a vacancy for RN arises, they may, having regard to students' needs, flexibly recruit not more than one Registered Nurse with psychiatric nursing training, i.e. Registered Nurse (Psychiatric), to fill the vacant post in the school section or the boarding section.

(updated on 1 September 2021)

Starting from the 2021/22 school year, for special schools with a total of four or more RNs on the approved establishment of both the school and boarding sections, one in every four of these RN posts is upgraded to the rank of NO in the school section and/or boarding section.

(updated on 1 September 2021)

7. Clerical Assistants (CAs)

1 CA may be appointed for each boarding section. This shall also apply in calculating the amount of the Administration Grant payable to the school.

8. Cooks

Cooks may be appointed on the following scale :

<u>Number of boarders</u>	<u>For week-days</u>	<u>For Saturdays & Sundays (in addition to the week-day provision)</u>
39 or less	2	2
40 - 79	3	3
80 or more	4	4

(Updated on 1 September 2020)

9. Watchmen

4 Watchmen may be appointed for each boarding section offering 7-day boarding service. 2 Watchmen may be appointed for each boarding section offering 5-day boarding service only.

(Updated on 1 September 2020)

10. Janitor Staff

The following scale shall apply in calculating the amount of the Administration Grant or the Revised Administration Grant payable to the school:

<u>Categories of boarders</u>	<u>Week-day ratio</u>	<u>Saturday & Sunday ratio (in addition to the week-day provision)</u>
HI	1 for 20 or fewer boarders	1 for 20 or fewer boarders
VI or MoID	1 for 15 or fewer boarders	1 for 15 or fewer boarders
PD, SID, or VI cum ID	1 for 10 or fewer boarders	1 for 10 or fewer boarders

(Updated on 1 September 2020)

11. Calculation of Part-time Staff for Houseparents, Programme Workers & Janitor Staff

In calculating the number of staff, individual fractions of these 3 grades will be added together and the fraction resulting, if any, will be rounded up to the next whole number. Posts created after summation and rounding up of the fraction may be appointed as houseparent / programme worker / janitor staff at the discretion of the school to meet operational needs.

Appendix 2/Attachment A**Ranking of Heads of Special Schools****A. Special schools with combined levels or secondary special schools**

1. The ranking of Heads of aided special schools with combined levels or secondary special schools is determined on the basis of the number of equivalent ordinary secondary classes worked out according to the following weighting system and relativity ratio :

(a) Weighting system

1 primary, junior secondary or senior secondary class in special schools
= 1 equivalent special class

(b) Relativity of headship ranking between special schools and ordinary schools :

A school with 18 equivalent special classes
= A school with 24 ordinary secondary classes
(updated on 1 September 2020)

2. The converted number of equivalent ordinary secondary classes, with fractional numbers rounded off, will determine the headship rank for a special school in accordance with the following scale :

<u>Number of equivalent ordinary secondary classes</u>	<u>Headship rank</u>
18 or more	Principal II (Pr II) / ** Principal I (Pr I)
12 to 17	Principal II (Pr II)
11 or less	Principal Graduate Master/Mistress(PGM)

Where fractional class results, this will be rounded off.

** Pr I post will only be provided for special schools operating senior secondary class(es) with 18 or more equivalent ordinary secondary classes.

(updated on 1 September 2020)

B. Primary special schools

1. The ranking of Heads of aided primary special schools is determined by the number of equivalent ordinary primary classes worked out according to the following relativity ratio :

A school with 18 special classes
 = A school with 24 ordinary primary classes

2. The converted number of equivalent ordinary primary classes, with fractional numbers rounded off, will determine the headship rank for a special school in accordance with the following scale :

(updated on 1 September 2020)

<u>Number of equivalent_ordinary primary classes</u>	<u>Headship rank</u>
24 or more	Headmaster/Headmistress I (HM I)
12 to 23	Headmaster/Headmistress II (HM II)
11 or less*	Senior Primary School Master/Mistress (SPSM)

(updated on 1 September 2008)

- * The teaching establishment is inclusive of the Head of the school (SPSM level) with 4 equivalent ordinary primary classes.

Appendix 2/Attachment B**Teaching Staff Establishment for
Primary Classes in Special Schools**

Total Staff Entitlement (Excl. Head)	# Number of Posts in Each Rank	
	* PSM	APSM
1	-	1
2	-	2
3	1	2
4	1	3
5	1	4
6	1	5
7	2	5
8	2	6
9	2	7
10	2	8
11	3	8
12	3	9
13	3	10
14	3	11
15	4	11
16	4	12
17	4	13
18	4	14
19	5	14
20	5	15
21	5	16
22	5	17
23	6	17
24	6	18
25	6	19
26	6	20
27	7	20
28	7	21
29	7	22
30	7	23
31	8	23
32	8	24
33	8	25
34	8	26

Total Staff Entitlement (Excl. Head)	# Number of Posts in Each Rank	
	* PSM	APSM
35	9	26
36	9	27
37	9	28
38	9	29
39	10	29
40	10	30
41	10	31
42	10	32
43	11	32
44	11	33
45	11	34
46	11	35
47	12	35
48	12	36

Note : # Starting from the 2019/20 school year, all teaching posts on the approved establishment of aided schools are graduate teacher posts with the full implementation of the all graduate teaching force policy.

* Please refer to Appendix 2 Section A Part 1(c) for the deputy head in a primary special school or special school with both primary and secondary sections.

(Updated on 1 September 2020)

Appendix 2/Attachment C**Teaching Staff Establishment for Secondary Classes in Special Schools**

(The number of posts in the table below includes teachers provided according to the teacher-to-class ratios as specified in Appendix 2 Section A Part 1, i.e. Basic Provision.) (updated on 1 September 2017)

Total Staff Entitlement (Excluding Head)	Number of Posts in Each Rank	
	SGM	GM
1	0	1
2	1	1
3	1	2
4	2	2
5	2	3
6	2	4
7	3	4
8	3	5
9	4	5
10	4	6
11	5	6
12	5	7
13	5	8
14	6	8
15	6	9
16	7	9
17	7	10
18	7	11
19	8	11
20	8	12
21	9	12
22	9	13
23	10	13
24	10	14
25	10	15
26	11	15
27	11	16
28	12	16
29	12	17
30	12	18
31	13	18
32	13	19
33	14	19
34	14	20
35	15	20
36	15	21
37	15	22
38	16	22
39	16	23
40	17	23
41	17	24
42	17	25

Total Staff Entitlement (Excluding Head)	Number of Posts in Each Rank	
	SGM	GM
43	18	25
44	18	26
45	19	26
46	19	27
47	20	27
48	20	28
49	20	29
50	21	29
51	21	30
52	22	30
53	22	31
54	22	32
55	23	32
56	23	33
57	24	33
58	24	34
59	25	34
60	25	35
61	25	36
62	26	36
63	26	37
64	27	37
65	27	38
66	27	39
67	28	39
68	28	40
69	29	40
70	29	41
71	30	41
72	30	42
73	30	43
74	31	43
75	31	44
76	32	44
77	32	45
78	32	46
79	33	46
80	33	47
81	34	47
82	34	48
83	35	48
84	35	49
85	35	50
86	36	50
87	36	51
88	37	51
89	37	52
90	37	53

Note :

1. The ratio of graduate teacher posts in public sector schools is increased in one go to 100% in the 2019/20 school year. The above entitlement for secondary classes in special schools is worked out based on the revised teacher-to-class ratios under the new senior secondary academic structure in the report on “The New Academic Structure for Senior Secondary Education and Higher Education”.
(updated on 1 September 2019)
2. Please refer to Appendix 2 Section A Part 1(c) for the vice-principal in a secondary special school or special school with both primary and secondary sections.
(updated on 1 September 2020)
3. 1 post in the rank of GM is upgraded to SGM in an aided special school operating 15 or more equivalent ordinary secondary classes.
4. Among the graduate teaching posts, the proportion of SGM and PGM posts should not exceed five-twelfths. This proportion excludes 1 GM post upgraded to SGM in an aided special school operating 15 or more equivalent ordinary secondary classes.

List of Abbreviation in Appendix 2

Certificated Master/Mistress	CM
Assistant Master/Mistress	AM
Senior Assistant Master/Mistress	SAM
Principal Assistant Master/Mistress	PAM
Assistant Primary School Master/Mistress	APSM
Primary School Master/Mistress	PSM
Senior Primary School Master/Mistress	SPSM
Headmaster/Headmistress II	HM II
Headmaster/Headmistress I	HM I
Graduate Master/Mistress	GM
Senior Graduate Master/Mistress	SGM
Principal Graduate Master/Mistress	PGM
Principal II	Pr II
Principal I	Pr I
Chief Social Work Assistant	CSWA
Senior Social Work Assistant	SSWA
Social Work Assistant	SWA
Social Work Officer	SWO
Assistant Social Work Officer	ASWO
Enrolled Nurse	EN
Registered Nurses	RN
Registered Nurses (Psychiatric)	RN(Psy)
Nursing Officer	NO
School Executive Officer	Sch ExO
Autism Spectrum Disorders	ASD
Visual Impairment	VI
Hearing Impairment	HI
Intellectual Disability	ID
Mild Intellectual Disability	MiID
Moderate Intellectual Disability	MoID
Severe Intellectual Disability	SID
Physical Disability	PD
Schools for Social Development	SSD
Resource Support Programme	RSP
Enhanced Support Service	ESS

Appendix 3**Salary Scales and Allowances**

This Appendix should be read in conjunction with Appendix 4.

I. **SALARY SCALES** (updated on 1 September 2010)

A. **School Section**

	<u>Grade/Rank</u>	<u>Salary Scale (Points on the MPS)</u>
1.	Principal I (Pr I)	45 - 49
2.	Principal II (Pr II)	40 - 44
3.	Principal Graduate Master/Mistress (PGM)	38 - 41
4.	Senior Graduate Master/Mistress (SGM)	34 - 39
5.	Graduate Master/Mistress (GM)	17 - 33 if appointed before 1.4.2000 12 - 33 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive) 17 - 33 if appointed between 1.8.2007 and 30.9.2010 (both dates inclusive) 15 - 33 if appointed on/after 1.10.2010

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

<u>Date appointed</u>	<u>Salary Bar</u>
Between 5.12.1980 and 31.8.1997 (both dates inclusive)	Point 27
Between 1.9.1997 and 31.3.2000 (both dates inclusive)	Point 22
Between 1.4.2000 and 31.7.2007 (both dates inclusive)	Point 17
Between 1.8.2007 and 30.9.2010 (both dates inclusive)	Point 22
On or after 1.10.2010	Point 20

Remarks : With effect from 1.8.2007, the salary bar would be set at 5 pay points above the prevailing starting salary and would be adjusted automatically whenever there is a change in the starting salary in the future. A serving untrained GM without a break in service is subject to the adjusted salary bar or the highest salary bar point he / she has ever experienced in the appointment as GM, whichever is the higher.

6.	(a)	Principal Assistant Master/Mistress (PAM)#@	34 - 36
	(b)	Headmaster/Headmistress I (HM I)	38 - 41
7.	(a)	Senior Assistant Master/Mistress (SAM)#@	30 - 33
	(b)	Headmaster/Headmistress II (HM II)	34 – 39 if appointed before 1.9.2008 35 – 39 if appointed on/after 1.9.2008
8.		Senior Primary School Master/Mistress (SPSM) (updated on 1 September 2008)	34 - 35
9.	(a)	Assistant Master/Mistress (AM)#@	25 - 29
	(b)	Primary School Master/Mistress (PSM)	30 - 33
10.	(a)	Certificated Master/Mistress (CM)@	14 - 24 if appointed before 1.4.2000 12 - 24 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive) 14 - 24 if appointed on/after 1.8.2007

Untrained teachers will not be allowed to proceed beyond the salary bar as shown below:

<u>Date appointed</u>	<u>Salary Bar</u>
Between 1.1.1991 and 31.3.2000 (both dates inclusive)	Point 19
Between 1.4.2000 and 31.7.2007 (both dates inclusive)	Point 17
On or after 1.8.2007	Point 19

Remarks : With effect from 1.8.2007, the salary bar would be set at 5 pay points above the prevailing starting salary and would be adjusted automatically whenever there is a change in the starting salary in the future. A serving untrained CM without a break in service is subject to the adjusted salary bar or the highest salary bar point he / she has ever experienced in the appointment as CM, whichever is the higher.

(b) Assistant Primary School Master/Mistress (APSM)	17 - 29 if appointed before 1.4.2000
	12 - 29 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
	17 - 29 if appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
	15 - 29 if appointed on/after 1.10.2010

Untrained teachers will not be allowed to proceed beyond the salary bar as shown below:

<u>Date appointed</u>	<u>Salary Bar</u>
Before 1.4.2000	Point 27
Between 1.4.2000 and 30.9.2010 (both dates inclusive)	Point 22
On or after 1.10.2010	Point 20

Remarks : With effect from 1.8.2007, the salary bar would be set at 5 pay points above the prevailing starting salary and would be adjusted automatically whenever there is a change in the starting salary in the future. A serving untrained APSM without a break in service is subject to the adjusted salary bar or the highest salary bar point he / she has ever experienced in the appointment as APSM, whichever is the higher.

11. Unqualified Teacher (UQT)

4

No non-degree holders should be appointed as new primary special school heads. Serving heads at AM, SAM and PAM rank who are non-degree holders will be accommodated until natural wastage.
(updated on 1 September 2008)

@ With the full implementation of the all-graduate teaching force policy starting from the 2019/20 school year, no newly-joined teachers should be appointed as CM, or directly appointed as or promoted to AM, SAM or PAM upon the phasing out of the non-graduate grade. Serving non-graduate teachers at CM, AM, SAM and PAM rank will be accommodated in their current post until natural wastage or regraded to the graduate grade.
(updated on 1 September 2019)

12. Special School Social Worker

- (a) Senior Social Work Assistant (SSWA) 23 - 29
- (b) Assistant Social Work Officer (ASWO) 18 - 33 if appointed before 1.4.2000
- 13 - 33 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
- 18 - 33 if appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
- 16 - 33 if appointed on/after 1.10.2010

(Note: with omitted points at Point 20, 24 and 30)

13. Speech Therapist (ST)

- 18 - 33 if appointed before 1.4.2000
- 13 - 33 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
- 18 - 33 if appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
- 16 - 33 if appointed on/after 1.10.2010

14. Senior Physiotherapist (SPT) 34 - 39

15. Physiotherapist I (PT I) 25 - 34

(with omitted point at Point 30)

16. Physiotherapist II (PT II)

- 14 - 24 if appointed before 1.4.2000
- 12 - 24 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
- 14 - 24 if appointed on/after 1.8.2007

17. Senior Occupational Therapist (SOT) 34 - 39

18. Occupational Therapist I (OT I) 25 - 34

19. Occupational Therapist II (OT II)

- 14 - 24 if appointed before 1.4.2000
- 12 - 24 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
- 14 - 24 if appointed on/after 1.8.2007

(Note: with omitted points at Point 16)

20. Occupational Therapy Assistant (OTA)	7 - 15
21. Educational Psychologist I (EP I)	34 - 44
22. Educational Psychologist II (EP II)	25 - 33 if appointed before 1.4.2000 20 - 33 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive) 25 - 33 if appointed between 1.8.2007 and 30.9.2010 (both dates inclusive) 23 - 33 if appointed on/after 1.10.2010
23. Registered Nurse (RN)	15 - 25 if appointed before 1.4.2000 13 - 25 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive) 15 - 25 if appointed on/after 1.8.2007 (with omitted point at Point 17 & 21)
(Note: with omitted points at Point 17 and 21)	
24. Registered Nurses (Psychiatric) <i>(updated on 1 September 2021)</i>	17 - 26
25. Nursing Officer (NO) <i>(updated on 1 September 2021)</i>	26 - 34
26. Laboratory Technician I (LT I)	22 - 28
27. Laboratory Technician II (LT II)	10 - 21 if appointed before 1.4.2000 6 - 21 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive) 8 - 21 if appointed on/after 1.8.2007
(Note : LT III appointed before 1.8.2007 will, upon promotion to LT II without a break of service, be paid the starting pay point at MPS Point 8)	
28. Braille Staff	8 - 15 if appointed before 1.4.2000 4 - 15 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive) 6 - 15 if appointed on/after 1.8.2007

29. Clerk Class II/Assistant Clerical Officer (ACO) 3 - 15 if appointed before 1.4.2000
2 - 15 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
3 - 15 if appointed on/after 1.8.2007
30. Clerical Assistant (CA) 1 - 10 if appointed before 1.4.2000
0 - 10 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
1 - 10 if appointed on/after 1.8.2007
31. Artisan 6 - 8 if appointed before 1.4.2000
5 - 8 if appointed on/after 1.4.2000
32. Special Driver 9 - 10 if appointed before 1.4.2000
8 - 10 if appointed on/after 1.4.2000
33. Motor Driver 6 - 8 if appointed before 1.4.2000
5 - 8 if appointed on/after 1.4.2000
(Points on the TPS)
34. Laboratory Technician III (LT III) 4 - 6 if appointed before 1.4.2000
3 - 6 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
4 - 6 if appointed on/after 1.8.2007
(Points on Model Scale I)
35. Workshop Attendant (WA) 4 - 8 if appointed before 1.4.2000
3 - 13 if appointed on/after 1.4.2000

(Points on Model Scale I)

36. Teacher Assistant

1 - 3 if appointed before
1.4.2000

0 - 8 if appointed
on/after 1.4.2000

37. School Executive Officer (Sch ExO)

15 -27

(updated on 1 September 2019)

Supply Teachers

Appointment

- (a) Secondary Section
- Graduate
- Non-graduate
- Unqualified teacher

- (b) Primary Section
- Qualified Teacher
- Unqualified Teacher

Salary per Working Day

Refer to the relevant circulars on
Revised Daily Rates Pay for
Supply Teachers currently in force

B. Boarding Section

<u>Grade</u>	<u>Salary Scale (Points on the MPS)</u>
1. Warden	
(a) Social Work Officer (SWO)	34 - 39
(b) Assistant Social Work Officer (ASWO)	18 - 33 if appointed before 1.4.2000
	13 - 33 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
	18 - 33 if appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
	16 - 33 if appointed on/after 1.10.2010
(Note: with omitted points at Point 20, 24 and 30)	
(c) Chief Social Work Assistant (CSWA)	30 - 33
(d) Senior Social Work Assistant (SSWA)	23 - 29
2. Assistant Warden	
(a) Assistant Social Work Officer (ASWO)	18 - 33 if appointed before 1.4.2000
	13 - 33 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
	18 - 33 if appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
	16 - 33 if appointed on/after 1.10.2010
(b) Senior Social Work Assistant (SSWA)	23 - 29
(c) Social Work Assistant (SWA)	11 - 22 if appointed before 1.4.2000
	7 - 22 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
	9 - 22 if appointed on/after 1.8.2007
(Note: with omitted points at Point 13)	

3. Houseparent-in-charge
- 11 - 22 if appointed before
1.4.2000
- 7 - 22 if appointed between
1.4.2000 and 31.7.2007
(both dates inclusive)
- 9 - 22 if appointed
on/after 1.8.2007
- (Note: with omitted points at Point 13)
4. Houseparent
- 11 - 22 if appointed before
1.4.2000
- 7 - 22 if appointed between
1.4.2000 and 31.7.2007
(both dates inclusive)
- 9 - 22 if appointed
on/after 1.8.2007
- (Note: with omitted points at Point 13)
5. Programme Worker
- 11 - 22 if appointed before
1.4.2000
- 7 - 22 if appointed between
1.4.2000 and 31.7.2007
(both dates inclusive)
- 9 - 22 if appointed
on/after 1.8.2007
- (Note: with omitted points at Point 13)
6. Registered Nurse (RN)
- 15 - 25 if appointed before
1.4.2000
- 13 - 25 if appointed between
1.4.2000 and 31.7.2007
(both dates inclusive)
- 15 - 25 if appointed
on/after 1.8.2007
- (Note: with omitted points at Point 17 and 21)
7. Registered Nurses (Psychiatric)
(updated on 1 September 2021)
- 17 – 26
8. Nursing Officer (NO)
(updated on 1 September 2021)
- 26 – 34
9. Enrolled Nurse (EN)
- 9 - 21 if appointed before
1.4.2000
- 5 - 21 if appointed between
1.4.2000 and 31.7.2007
(both dates inclusive)
- 7 - 21 if appointed
on/after 1.8.2007
- (Note: with omitted points at Point 11 and 15)

10. Clerical Assistant (CA)	1 - 10 if appointed before 1.4.2000 0 - 10 if appointed between 1.4.2000 and 31.7.2007 (both dates inclusive) 1 - 10 if appointed on/after 1.8.2007
11. Cook	6 - 8 if appointed before 1.4.2000 5 - 8 if appointed on/after 1.4.2000
12. Watchman	(<u>Points on Model Scale I</u>) 4 - 8 if appointed before 1.4.2000 3 - 13 if appointed on/after 1.4.2000

Supply Staff and Relief Workers

<u>Appointment</u>	<u>Salary per Working Day</u>
Registered Nurse Enrolled Nurse Houseparent Cook Clerk Class II/Assistant Clerical Officer Clerical Assistant Special Driver Motor Driver Teacher Assistant	Refer to the relevant circulars on Revised Daily Rates Pay for Supply Staff currently in force

II. ALLOWANCES

A. Headship and Deputy Headship Allowances

(a) Responsibility Allowance for Heads and Deputy Heads of Primary Special Schools

- (i) A responsibility allowance will be payable to heads of aided primary special schools at the rank of AM# at the rate of one increment above the substantive pay of the Heads;

Note: Heads on personal scales will not be eligible for the responsibility allowance.

- (ii) A responsibility allowance will also be payable to AM who serve as deputy heads of aided primary special schools with 12 or more equivalent ordinary primary classes at a rate equivalent to 75% of one increment above the substantive pay of the deputy heads. The responsibility allowance should cease immediately upon the promotion/appointment of a teacher to the new SPSM rank for deputy heads. In any case, the responsibility allowance for deputy heads will cease with effect from the 2010/11 school year.

No non-degree holders should be appointed as new primary special school heads. Serving heads at AM, SAM and PAM rank who are non-degree holders will be accommodated until natural wastage. *(updated on 1 September 2008)*

(b) Head's Responsibility Allowance : Boarding Section

(i) Prior to 1 September 2003

In recognition of the additional responsibility undertaken by the Head of a special school with an approved boarding section, the Supervisor may recommend that the Head should receive a special allowance equivalent to 15% of the mid-point of the salary scale for SSWA.

(ii) On or after 1 September 2003

The responsibility allowance will be payable to the Head of a special school with an approved boarding section on condition that he/she should not be paid other job-related allowance. The allowance should be equivalent to 15% of the mid-point of the salary scale for SSWA.

B. Boarding Staff's Responsibility Allowance

- (a) A responsibility allowance will be payable to assistant wardens at SWA rank of aided special schools at the rate of 2 increments above their substantive pay.
- (b) A responsibility allowance will be payable to houseparents-in-charge at SWA rank of aided special schools at the rate of 2 increments above their substantive pay.

C. Special Education Allowance

(i) Prior to 1 September 2003

- (a) A special education allowance (SEA) may be awarded to staff in the ranks of CM/AM/SAM/PAM / GM/SGM/PGM / Pr II/Pr I / APSM/PSM/ HM II/HM I, while serving in such capacity in a special school, who have successfully completed a recognized course of training in special education run by the Hong Kong Institute of Education, or a course recognized by the Permanent Secretary as an equivalent. The allowance will be at a rate equivalent to 2 increments next on the Master Pay Scale above the level of their substantive pay.
- (b) For Heads of aided special schools holding a Pr I post, their substantive salary plus SEA should not exceed the top of the Master Pay Scale, that is, Master Pay Scale Point 49.
- (c) Staff in the above ranks appointed as temporary replacements will be eligible for the SEA if they have completed special education training recognized by the Permanent Secretary.
- (d) Part-time staff in the above ranks will be eligible for the SEA on a pro-rata basis if they have completed special education training recognized by the Permanent Secretary.

(ii) On or after 1 September 2003

The SEA will cease to be payable to new recruits and existing teaching staff who have not yet commenced their recognized special education training in the 2002/03 school year. As for the existing teaching staff of special schools, who are in receipt of the SEA or pursuing their studies in recognized special education courses, the following arrangements will apply :

- (a) Teaching staff of special schools, including Pr I, who are in receipt of the SEA will retain an SEA of one salary point above their substantive salary, provided that the sum of their substantive salary and the SEA should not exceed their maximum pay point on their respective pay scale regardless of their existing pay point, except in the circumstances specified in sub-paragraph (b) below.
- (b) Teaching staff of special schools who have already reached the maximum pay point in the 2002/03 school year will be allowed to retain an SEA of one salary point above the maximum pay point.
- (c) Teaching staff of special schools who are pursuing their studies in recognized special education courses in the 2002/03 school year are, in principle, allowed to be paid an SEA of one salary point above their substantive salary with effect from September of the following school year on successful completion of the recognized special education courses, provided that they remain as teaching staff of special schools. However, the sum of their substantive salaries and the SEA should not exceed their maximum pay point on their respective pay scales.
- (d) Teaching staff of special schools who are in receipt of other responsibility allowance are not allowed to retain the SEA.
- (e) The above arrangements will also be applicable to the existing teaching staff of special education on transfer to another aided special school without a break of service, provided that the posts they fill
 - i) have been created in the 2002/03 school year, or
 - ii) are created after the 2002/03 school year due to expansion of classes or with explicit permission of the Education Bureau for the post-holders to retain their SEA.

Teaching staff of special education refers to teachers of special classes, intensive remedial teaching programmes, integrated education programmes, aided special schools, practical schools and skills opportunity schools.

D. Acting Allowance (updated on 1 September 2008)

A full-time PGM/SGM/GM of the secondary section and HM II, SPSM, PSM or APSM of the primary section of the school who has been recommended and approved to take up the functional duties of a higher office in the rank of Pr I/Pr II/PGM/SGM/ HM I/ HM II/SPSM or PSM as appropriate on an acting basis for a qualifying period of not less than 30 calendar days will be entitled to draw an acting allowance for the period concerned as follows: (updated on 1 September 2019)

- (a) In the case of acting-up with replacement (this involves acting in a functional post which carries a higher maximum salary point than that of the teacher's substantive rank) - 90% of the difference between the teacher's substantive salary and the minimum salary of the higher rank in which he is acting; or at a rate equivalent to 90% of the increment next on the rank-scale of the acting post above the level of the teacher's substantive salary if it is the same or more than the minimum salary of the acting post. The rate will be revised to 100% of the difference after the first 180 calendar days of acting. (Note 11) (updated on 1 November 2012)
- (b) In the case of doubling-up without replacement provided (this involves acting in a headship post which carries a higher maximum salary point than that of the teacher's substantive rank in addition to undertaking his own duties) - 23% of the minimum salary of the higher rank or 100% of the difference in pay between the teacher's substantive salary and the minimum salary of the higher rank in which he/she is acting, whichever is the more. (Note 11) (updated on 1 November 2012)

- Note:
1. A full-time AM in the primary section of the school who has been recommended and approved to take up the functional duties of SPSM will be entitled to draw an acting allowance as mentioned above. (updated on 1 September 2019)
 2. With the full implementation of the all-graduate teaching force policy from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, no CM, AM or SAM could be approved to acting up a promotion post in the non-graduate grade through promotion/selection exercise starting from 2019/20 school year. (updated on 1 September 2019)

3. The minimum 30-calendar-day qualifying period shall include intervening Sundays and public holidays, and Sundays and public holidays immediately preceding and following the acting period. However, Sundays and public holidays immediately preceding and following the acting period will not be included in calculating the acting allowance.
4. School holidays can be counted as qualifying period and attract acting allowances provided that the teachers concerned are required to perform duties of the acting posts during the holidays. Such qualifying period should be recognized and properly recorded by school.
5. The qualifying period may include up to a maximum of 3 consecutive days' leave or absence in total (excluding sick leave and absences for authorized training and duty) taken during the acting period. Leave and absences in excess of 3 days will not be counted as part of the qualifying period.
6. Leave exceeding 3 consecutive working days involves the forfeiture of acting allowance for the whole period of the acting staff's leave (i.e. leave and intervening public holidays and Sundays). *(updated on 1 November 2012)*
7. When a teacher acts in different ranks consecutively, each acting appointment should be counted individually and separately and cannot be aggregated for the purpose of meeting the minimum qualifying period for acting allowances.
8. A teacher shall only draw one acting allowance at any one time and schools should not make concurrent multiple acting appointments.
9. Acting appointments can be made on operational grounds even if no acting allowance is payable.
10. Acting allowances will be treated as salary for provident fund purposes.
11. The rate of acting allowance takes effect on 1 September 2004.

Appendix 4**Qualifications Required for Grades of Appointments in Aided Special Schools****A. Teaching Staff**

1. Pr I / Pr II / PGM / SGM / GM / PAM / SAM / AM / CM / HM I / HM II / SPSM / PSM / APSM

The guides to appointment in respect of the grades and ranks, Principal I, Principal II, Principal Graduate Master/Mistress, Senior Graduate Master/Mistress, Graduate Master/Mistress, Principal Assistant Master/Mistress, Senior Assistant Master/Mistress, Assistant Master/Mistress, Certificated Master/Mistress, Headmaster/Headmistress I, Headmaster/Headmistress II, Senior Primary School Master/Mistress, Primary School Master/Mistress and Assistant Primary School Master/Mistress are at Attachments A to I. *(updated on 1 September 2017)*

With effect from the 2004/05 school year, aspiring Principals are required to attain Certification for Principalship in addition to complying with the appointment conditions in force at the time before they could be considered for their appointment to principalship.

With effect from the 2019/20 school year, all teaching posts on the approved establishment of aided schools are graduate teacher posts, including additional teaching posts that are provided for schools under various measures. Newly-joined teachers (including those with a break of service exceeding one year) should possess a local bachelor's degree (or equivalent) and satisfy all the entry requirements and standing conditions in force at the time before they could be considered for appointment to the graduate teacher posts. Serving non-graduate teachers at CM, AM, SAM and PAM rank will be accommodated in their current posts until natural wastage or regraded to the corresponding rank in the graduate grade. *(updated on 1 September 2019)*

2. Teacher Assisting in Speech Therapy (TAST)

2.1 To be eligible for appointment as TASTs in schools for children with hearing impairment, candidates must :

- (a) meet the qualifications for appointment as a Graduate Master/Mistress or an Assistant Primary School Master/Mistress as appropriate; *(updated on 1 September 2019)*
- (b) be assessed to have normal hearing and be free from speech impediments; and
- (c) be fluent in Cantonese.

2.2 The duties of a TAST are as follows :

- (a) to provide informal assessment and individual and group therapy as prescribed by a speech therapist to school children with articulation defects and retarded speech and language development;
- (b) to work in close co-operation with speech therapists and classroom teachers on speech/language treatment programmes; and
- (c) to perform such other duties as may be required.

3. Mobility Instructor

3.1 To be eligible for appointment as Mobility Instructors, candidates must :

- (a) meet the qualifications for appointment as a Graduate Master/Mistress or an Assistant Primary School Master/Mistress as appropriate; *(updated on 1 September 2019)*
- (b) be fluent in Cantonese; and
- (c) have completed or be prepared to undergo a training course for mobility instructors recognised by the Permanent Secretary.

3.2 The duties of a Mobility Instructor are as follows :

- (a) to provide training in orientation and mobility instruction to pupils with visual impairment; and
- (b) to perform such other duties as may be required.

4. Resource Teacher (updated on 1 September 2010)

4.1 Resource Teacher for Children with Visual Impairment

- (a) To be eligible for appointment as resource teachers for children with visual impairment, candidates must meet the qualifications for appointment as a Graduate Master/Mistress or an Assistant Primary School Master/Mistress as appropriate. (updated on 1 September 2019)
- (b) The duties of a resource teacher for children with visual impairment are as follows:
 - (i) to provide remedial teaching and resource support to the children with visual impairment studying in ordinary schools and special schools other than those for the children with visual impairment; and
 - (ii) to perform such other duties as may be required.

4.2 Resource Teacher for Children with Autism Spectrum Disorders

- (a) To be eligible for appointment as resource teachers for children with autism spectrum disorders, candidates must meet the qualifications for appointment as an Assistant Primary School Master/Mistress.
- (b) The duties of a resource teacher for children with autism spectrum disorders are as follows :
 - (i) to provide remedial support to children with autism spectrum disorders assessed to have such a need in schools for children with ID, schools for children with VI, a school for children with HI and schools for children with PD; and
 - (ii) to perform such other duties as may be required.

(updated on 1 September 2019)

4.3 Resource Teachers for Enhanced Support Service (ESS) for Students with Hearing Impairment

- (a) To be eligible for appointment as resource teachers for Enhanced Support Service, candidates must meet the qualifications for appointment as an Assistant Primary School Master/Mistress or a Graduate Master/Mistress.
- (b) The duties of a resource teacher for Enhanced Support Service are as follows :
 - (i) to provide remedial support to children with hearing impairment admitted in ordinary schools; and
 - (ii) to perform such other duties as may be required.

(updated on 1 September 2019)

5. Low-vision Training Teacher

5.1 To be eligible for appointment as low-vision training teachers, candidates must:

- (a) meet the qualifications for appointment as an Assistant Primary School Master/Mistress;*(updated on 1 September 2019)*
- (b) be fluent in Cantonese; and
- (c) have completed or be prepared to undergo a training course on low-vision.

5.2 The duties of a low-vision training teacher are as follows :

- (a) to provide low-vision training for children with visual impairment; and
- (b) to perform such other duties as may be required.

B. Laboratory Technicians

1. Laboratory Technician III

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

- (a) Level 2 or above attained in 5 subjects, including English Language and 2 science education subjects (i.e. Physics, Chemistry, Biology or Combined Science^{Note 1}) in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; OR
- (b) Level 2^{Note 2} / Grade E or above attained in 5 subjects, including English Language and 2 science subjects (e.g. Physics, Chemistry or Biology) in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent.

Notes:

1. For the purpose of appointment of Laboratory Technicians in aided schools, 'Level 2' or above in both components of the Combined Science subject in the HKDSEE can be counted as 2 science subjects. Applicants should also possess 4 other subjects at 'Level 2' or above, or equivalent.
2. For the purpose of appointment of Laboratory Technicians in aided schools, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

(updated on 1 September 2017)

2. Laboratory Technician II

This is a promotion post for Laboratory Technician III. The conditions for promotion are set out at Appendix 5.

3. Laboratory Technician I

This is a promotion post for Laboratory Technician II. Such posts will only be established, however, in large special schools and in a special Schools for children with hearing impairment with more than 17 classes at the discretion of the Permanent Secretary. The conditions for promotion are set out at Appendix 5.

C. Non-teaching Staff

Specialist Staff

1. Special School Social Worker

1.1 To be eligible for appointment to the grade of special school social worker ranked at the Senior Social Work Assistant level, a candidate must have :

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b)
 - (i) a Diploma in Social Work awarded by the Hong Kong Polytechnic/Polytechnic University, or equivalent; or
 - (ii) a Certificate in Social Work awarded by the Academic Board of the Institute for Social Work Training, Hong Kong; or
 - (iii) a Diploma in Social Work awarded by a recognized post-secondary college issued after the date of its registration, or equivalent;
- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note];
- (d) 5 years' recognized post-qualification experience in social work; and
- (e) the ability to speak fluent Cantonese.

1.2 To be eligible for appointment to the grade of special school social worker ranked at the Assistant Social Work Officer level, a candidate must have :

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b)
 - (i) a local degree in Social Science majoring in Social Work, or equivalent; or
 - (ii) a local degree, or equivalent, and has successfully completed a one-year post-graduate course in Social Work at an approved institution; or
 - (iii) a local degree, or equivalent, and has successfully completed an approved two-year post-graduate course in social study/social work; or
 - (iv) a local degree, or equivalent, and a Master degree in Social Work obtained at an approved institution;
- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note]; and
- (d) the ability to speak fluent Cantonese.

2. Educational Psychologist I and II

The guides to appointment in respect of the grade of Educational Psychologist I and II are at Attachments J(i) and J(ii).

3. Speech Therapist

The guides to appointment in respect of the grade of Speech Therapist is at Attachment K. (*updated on 1 September 2019*)

4. Physiotherapist II

To be eligible for appointment to the grade of Physiotherapist II, a candidate must:

- (a)
 - (i) have a professional Degree/Diploma in Physiotherapy issued by the Hong Kong Polytechnic/Polytechnic University, or equivalent; or
 - (ii) have a Certificate of Registration (Part Ia or Ib) and a valid Practising Certificate issued by the Physiotherapists Board, Hong Kong;

(b) have English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note]; and

(c) speak fluent Cantonese.

5. Physiotherapist I

The guide to appointment in respect of the grade of Physiotherapist I is at Attachment M.

(updated on 1 September 2021)

6. Senior Physiotherapist

Promotion rank for Physiotherapist I.

7. Occupational Therapist II

To be eligible for appointment to the grade of Occupational Therapist II, a candidate must :

(a) (i) have a professional Degree/Diploma in Occupational Therapy issued by the Hong Kong Polytechnic/ Polytechnic University, or equivalent;

(ii) be registered in Hong Kong in Part I or II of the Register of Occupational Therapists under the Register of the Supplementary Medical professions Ordinance Chapter 359;

(iii) have a valid Practising Certificate issued by the Occupational Therapists Board;

(b) have English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note]; and

(c) speak fluent Cantonese.

8. Occupational Therapist I

The guide to appointment in respect of the grade of Occupational Therapist I is at Attachment N.

(updated on 1 September 2021)

9. Senior Occupational Therapist

Promotion rank for Occupational Therapist I.

10. Occupational Therapy Assistant

To be eligible for appointment to the grade of Occupational Therapy Assistant; a candidate must :

- (a) have completed an apprenticeship or a course of study in an appropriate trade, or be able to furnish evidence that he has had at least 5 years' experience in an area of work acceptable to the Permanent Secretary, e.g.
 - (i) Carpentry
General techniques, with knowledge of cabinet-making;
 - (ii) General
Skills or activities which may be applied as treatment media, with knowledge of handicrafts;
 - (iii) Metal Work
General techniques, with knowledge of electrical welding and use of bench latches;
 - (iv) Rattan-work
With knowledge of light and heavy rattan-work, including furniture making;
- (b) preferably have teaching experience in the appropriate field; and
- (c) be able to speak fluent Cantonese and write Chinese.

11. Registered Nurse

To be eligible for appointment to the grade of Registered Nurse, a candidate must :

- (a) have the Certificate of Registration (Part I) issued by the Nursing Council of Hong Kong or equivalent;
- (b) have a valid Practising Certificate issued by the Nursing Council of Hong Kong;
- (c) have English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note]; and
- (d) be fluent in Cantonese.

12. Registered Nurse (Psychiatric)

To be eligible for appointment to the grade of Registered Nurse (Psychiatric), a candidate must :

- (a) have the Certificate of Registration (Part II) issued by the Nursing Council of Hong Kong or equivalent;
- (b) have a valid Practising Certificate issued by the Nursing Council of Hong Kong;
- (c) have English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note]; and
- (d) be fluent in Cantonese.

(updated on 1 September 2021)

13. Nursing Officer

The guide to appointment in respect of the grade of Nursing Officer is at Attachment O.

(updated on 1 September 2021)

14. Enrolled Nurse

To be eligible for appointment to the grade of Enrolled Nurse, a candidate must :

- (a) have the Certificate of Enrolment (Part I) issued by the Nursing Council of Hong Kong or equivalent; and
- (b) have a valid Practising Certificate issued by the Nursing Council of Hong Kong;
- (c) have a knowledge of both Chinese language and English language at Secondary 4 level; and
- (d) be fluent in Cantonese.

15. Warden

15.1 To be eligible for appointment to the grade of Warden ranked at the Social Work Officer level, a candidate must have:

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b) (i) a local degree in Social Science majoring in Social Work, or equivalent; or
(ii) a local degree, or equivalent, and has successfully completed a one-year post-graduate course in Social Work at an approved institution; or
(iii) a local degree, or equivalent, and has successfully completed an approved 2-year post-graduate course in social study/social work; or
(iv) a local degree, or equivalent, and a Master degree in Social Work obtained at an approved institution;
- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note]; and
- (d) at least 5 years' experience at the ASWO rank;
- (e) 3 years' experience in residential care; and
- (f) the ability to speak fluent Cantonese.

15.2 To be eligible for appointment to the grade of Warden ranked at the Assistant Social Work Officer level, a candidate must have:

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b) (i) a local degree in Social Science majoring in Social Work, or equivalent; or
(ii) a local degree, or equivalent, and has successfully completed a one-year post-graduate course in Social Work at an approved institution; or
(iii) a local degree, or equivalent, and has successfully completed an approved two-year post-graduate course in social study/social work; or
(iv) a local degree, or equivalent, and a Master degree in Social Work obtained at an approved institution;
- (c) English Language (Syllabus B) and Chinese Language at

Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note]; and

- (d) 3 years' experience in residential care; and
 - (e) the ability to speak fluent Cantonese.
- 15.3 To be eligible for appointment to the grade of Warden ranked at the Chief Social Work Assistant level, a candidate must have :
- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
 - (b) a recognized social work diploma or certificate in social work;
 - (c) at least 5 years' experience at the SSWA rank;
 - (d) English Language (Syllabus B) and Chinese Language at Grade E or above in Hong Kong Certificate of Education Examination, or equivalent [Note]; and
 - (e) the ability to speak fluent Cantonese.
- 15.4 To be eligible for appointment to the grade of Warden ranked at the Senior Social Work Assistant level, a candidate must have :
- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
 - (b) (i) a Diploma in Social Work awarded by the Hong Kong Polytechnic/Polytechnic University, or equivalent; or
 - (ii) a Certificate in Social Work awarded by the Academic Board of the Institute for Social Work Training, Hong Kong; or
 - (iii) a Diploma in Social Work awarded by a recognized post-secondary college issued after the date of its registration, or equivalent;
 - (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note];
 - (d) 5 years' recognized post-qualification experience in social work; and
 - (e) the ability to speak fluent Cantonese.

16. Assistant Warden

16.1 To be eligible for appointment to the grade of Assistant Warden ranked at the Assistant Social Work Officer level, a candidate must have:

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b)
 - (i) a local degree in Social Science majoring in Social Work, or equivalent; or
 - (ii) a local degree, or equivalent, and has successfully completed a 1-year post-graduate course in Social Work at an approved institution; or
 - (iii) a local degree, or equivalent, and has successfully completed an approved 2-year post-graduate course in social study/social work; or
 - (iv) a local degree, or equivalent, and a Master degree in Social Work obtained at an approved institution;
- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note]; and
- (d) the ability to speak fluent Cantonese.

16.2 To be eligible for appointment to the grade of Assistant Warden ranked at the Senior Social Work Assistant level, a candidate must have :

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b)
 - (i) a Diploma in Social Work awarded by the Hong Kong Polytechnic/Polytechnic University, or equivalent; or
 - (ii) a Certificate in Social Work awarded by the Academic Board of the Institute for Social Work Training, Hong Kong; or
 - (iii) a Diploma in Social Work awarded by a recognized post-secondary college issued after the date of its registration, or equivalent;
- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note];
- (d) 5 years' recognized post-qualification experience in social work; and

- (e) the ability to speak fluent Cantonese.

16.3 To be eligible for appointment to the grade of Assistant Warden ranked at the Social Work Assistant level, a candidate must have :

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b)
 - (i) a Diploma in Social Work awarded by the Hong Kong polytechnic/polytechnic university; or equivalent; or
 - (ii) a Certificate in Social Work awarded by the Academic Board of the Institute for Social Work Training, Hong Kong; or
 - (iii) a Diploma in Social Work awarded by a registered post-secondary college issued after the date of its registration, or equivalent;
- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in Hong Kong Certificate of Education Examination, or equivalent [Note]; and
- (d) the ability to speak fluent Cantonese.

17. Houseparent-in-charge

To be eligible for appointment to the grade of Houseparent-in-charge, a candidate must have :

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b)
 - (i) a Diploma in Social Work awarded by the Hong Kong polytechnic/polytechnic university; or equivalent; or
 - (ii) a Certificate in Social Work awarded by the Academic Board of the Institute for Social Work Training, Hong Kong; or
 - (iii) a Diploma in Social Work awarded by a registered post-secondary college issued after the date of its registration, or equivalent;
- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in Hong Kong Certificate of Education Examination, or equivalent [Note]; and
- (d) the ability to speak fluent Cantonese.

18. Houseparent/Programme Worker

To be eligible for appointment to the grade of Houseparent/Programme Worker (ranked at the Social Work Assistant level), a candidate must have :

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b)
 - (i) a Diploma in Social Work awarded by the Hong Kong Polytechnic/Polytechnic University; or equivalent; or
 - (ii) a Certificate in Social Work awarded by the Academic Board of the Institute for Social Work Training, Hong Kong; or
 - (iii) a Diploma in Social Work awarded by a registered post-secondary college issued after the date of its registration, or equivalent;
- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note]; and
- (d) the ability to speak fluent Cantonese.

19. Braille Staff

- 19.1 To be eligible for appointment to the grade of Braille Staff, a candidate must :
- (a) have 5 subjects, including Chinese Language, English Language (Syllabus B) and Mathematics at Grade E or above in the Hong Kong Certificate of Education Examination; and
 - (b) have completed an appropriate course of training in braille.
- 19.2 The duties of a Braille staff for the resource support programme for pupils with visual impairment attending ordinary schools and special schools other than those for the visually impaired are as follows :
- (a) Braille, printing and binding of notes, supplementary learning materials and examination papers;
 - (b) Transcription of the pupils' assignments, homework, papers etc. into normal writing/print;
 - (c) Embossing ink diagrams into tactile diagrams;
 - (d) Repair of books; and
 - (e) Performing such other duties as may be required.

[Note] : The school may conduct the language proficiency test for those suitable candidates who do not possess the language qualifications. Provided that the school is satisfied with the candidates' language ability for carrying out the required duties, appointment can be offered.

D. Non-specialist Staff**1. Clerk**

To be eligible for appointment to the grade of Clerk Class II/Assistant Clerical Officer paid out of the Salaries Grant, a candidate must have either :

- (a) Either 5 subjects, including English Language at ‘Level 2’ or above in the Hong Kong Diploma of Secondary Education Examination or 4 subjects, including English Language, one of which must be at ‘Level 2’ or above and the others at ‘Level 3’ or above or equivalent; or
(updated on 1 September 2017)
- (b) 5 subjects, including English Language (Syllabus B) at Grade E or above in the Hong Kong Certificate of Education Examination or 4 subjects, including English Language (Syllabus B), one of which must be at Grade E or above and the others at Grade C or above; or
- (c) a Grade C or above in English Language (Syllabus A) in the Hong Kong Certificate of Education Examination, together with either 4 other subjects at Grade E or above or 3 other subjects at Grade C or above or equivalent; or
- (d) 5 subjects, including English, at Grade E or above in the Hong Kong Certificate of Education Examination (English) or 4 subjects, including English, one of which must be at Grade E or above and the other at Grade C or above (awarded before 1974); or
- (e) a Grade C or above in English in the Hong Kong Certificate of Education Examination (Chinese) together with either 4 other subjects at Grade E or above or 3 other subjects at Grade C or above (awarded before 1974); or
- (f) a Hong Kong English School Certificate (awarded before 1968) with a pass in English; or
- (g) a Hong Kong Chinese School Certificate (awarded before 1968) with a credit in English.

Note: For the purpose of appointment of clerical staff in aided schools, ‘Grade C’ and ‘Grade E’ in Chinese Language and English Language (Syllabus B) in previous HKCEE are accepted administratively as comparable to ‘Level 3’ and ‘Level 2’ respectively in Chinese Language and English Language in the HKCEE 2007 and after.

(updated on 1 September 2017)

2. Clerical Assistant

To be eligible for appointment to the grade of Clerical Assistant paid out of the Salaries Grant, a candidate must :

- (a) have completed Secondary IV (all subjects) in a registered school ; and
- (b) be fluent in Cantonese and have a good working knowledge of English.

3. Special Driver

To be eligible for appointment to the grade of Special Driver, a candidate must :

- (a) have an appropriate valid driving licence to drive a registered school bus with 30 or more seats; and
- (b) have acceptable driving experience, preferably not less than 5 years.

4. Motor Driver

To be eligible for appointment to the grade of Motor Driver, a candidate must :

- (a) have an appropriate valid driving licence; and
- (b) have acceptable driving experience, preferably not less than 5 years.

(Note: Starting from the 2021/22 school year, all newly jointed drivers in special schools should be ranked at Special Driver. Serving Motor Driver will be accommodated until natural wastage or appointed to Special Driver upon meeting the corresponding requirements.)

(updated on 1 September 2021)

5. Artisan II

To be eligible for appointment to the grade of Artisan II, a candidate must :

- (a) have knowledge and ability to work as a physiotherapy attendant; and
- (b) be fluent in Cantonese and be able to write Chinese and have some knowledge of English.

6. Workshop Attendant, Watchman and Cook

For the appointment to the grades of Workshop Attendant, Watchman and Cook, no special qualifications are required.

7. Teacher Assistant

To be eligible for appointment to the grade of Teacher Assistant, a candidate must :

- (a) have completed Secondary V (all subjects) in a registered school ; and
- (b) be fluent in Cantonese.

8. School Executive Officer

The guides to appointment in respect of the grade of School Executive Officer is at Attachment L.

(updated on 1 September 2019)

Appendix 4/Attachment A**Guides to Appointment
Aided Special Schools****Principal I**

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

1. **Qualifications and Experience for Appointment :**
 - (a) **Normally - Promotion**
Promotion rank for Principals II or Principal Graduate Masters/Mistresses or Senior Graduate Masters/Mistresses.
 - (b) **Exceptionally - Direct Entry**
Candidates should have fulfilled all requirements for normal promotion to this rank and have successfully completed a course of training in special education recognised by the Permanent Secretary. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
(updated on 1 September 2021)
2. **Duties :** Principal of a special school operating Secondary I-VI and with 18 or more equivalent ordinary secondary classes.
(updated on 1 September 2020)
3. **Salary Scale :** MPS Point 45 - Point 49
4. **Promotion Prospects :** Nil
5. **Any Other Remarks :** With effect from the 2002/03 school year, a School Head appointed by direct appointment to a head post in another aided school at the same substantive rank of his/her former head post without a break in service is allowed to retain the salary pay point he/she received in the former post; if there is a break in service, he/she should be remunerated at the minimum point of the pay scale.

Appendix 4/Attachment B**Guides to Appointment
Aided Special Schools****Principal II**

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

1. Qualifications and Experience for Appointment :
 - (a) Normally - Promotion
Promotion rank for Principal Graduate Masters/ Mistresses or Senior Graduate Masters/Mistresses.
 - (b) Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank and have successfully completed a course of training in special education recognised by the Permanent Secretary. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
(updated on 1 September 2021)
2. Duties : Principal of a special school operating secondary classes and with 12 to 17 equivalent ordinary secondary classes.
(updated on 1 September 2020)
3. Salary Scale : MPS Point 40 - Point 44
4. Promotion Prospects : Principal I
5. Any Other Remarks : With effect from the 2002/03 school year, a School Head appointed by direct appointment to a head post in another aided school at the same substantive rank of his/her former head post without a break in service is allowed to retain the salary pay point he/she received in the former post; if there is a break in service, he/she should be remunerated at the minimum point of the pay scale.

Appendix 4/Attachment C**Guides to Appointment
Aided Special Schools****Principal Graduate Master/Mistress**

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

1. Qualifications and Experience for Appointment :
 - (a) Normally - Promotion
Promotion rank for Senior Graduate Masters/Mistresses .
 - (b) Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank and have successfully completed a course of training in special education recognised by the Permanent Secretary. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
(updated on 1 September 2021)
2. Duties :
 - (a) Head of a special school operating secondary classes and with 11 or fewer equivalent ordinary secondary classes; or
 - (b) Deputy Head of a special school operating secondary classes and with 12 or more equivalent ordinary secondary classes.
(updated on 1 September 2020)
3. Salary Scale : MPS Point 38 - Point 41
4. Promotion Prospects : Principal I/II
With effect from the 2004/05 school year, aspiring principals are required to attain the Certification for Principalship in addition to complying with the appointment conditions in force at the time before they could be considered for appointment to principalship. Candidates should have successfully completed a course of training in special education recognised by the Permanent Secretary.
(updated on 1 September 2021)

5. Any Other Remarks : In the case of promotion to Principal II, as the salary scale of a Principal Graduate Master/Mistress overlaps that of a Principal II (MPS Pt 40 - 44), the promotees' salary scale and incremental date will be determined as follows :
- (a) if their pay before promotion is less than the minimum of the pay scale of the new higher office by more than one point, they will enter at the minimum and their new incremental date will be determined by the date of their promotion;
 - (b) if their pay before promotion is less than the minimum of the pay scale of the new higher office by not more than one point, they will enter at the minimum and retain their existing incremental date;
 - (c) if their pay before promotion is not less than the minimum of the pay scale of the new higher office and subject to the maximum point of the new scale not being exceeded, they will enter the new scale at the point which is next above their pay and retain their existing incremental date; and
 - (d) if the promotees are already receiving the maximum pay of their former office at the date of promotion, they will enter the new scale at the point next above their pay and their new incremental date will be determined by the date of promotion.
 - (e) With effect from the 2002/03 school year, a School Head appointed by direct appointment to a head post in another aided school at the same substantive rank of his/her former head post without a break in service is allowed to retain the salary pay point he/she received in the former post; if there is a break in service, he/she should be remunerated at the minimum point of the pay scale.

Appendix 4/Attachment D**Guides to Appointment
Aided Special Schools****Senior Graduate Master/Mistress**

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

1. **Qualifications and Experience for Appointment :**
 - (a) **Normally - Promotion/Regrading**
 - (i) Promotion - Promotion rank for Graduate Masters/Mistresses.
 - (ii) Regrading - A Principal Assistant Master/Mistress with a local first degree plus teacher training qualifications (or equivalent) is eligible for consideration for regrading in his/her serving school as Senior Graduate Master/Mistress. Candidates should have successfully completed a course of training in special education recognised by the Permanent Secretary. *(updated on 1 September 2021)*
 - (b) **Exceptionally - Direct Entry**

Candidates should have fulfilled all requirements for normal promotion to this rank and have successfully completed a course of training in special education recognised by the Permanent Secretary. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
(updated on 1 September 2021)
2. **Duties :**
 - (a) Assist the principal and vice-principal in guiding the work in various functional areas in order to take forward education initiatives in the secondary section of a special school;
 - (b) Take the lead in diversified professional duties;
 - (c) Undertake class teaching up to Secondary 6 level in a special school; and
 - (d) Perform other related duties as assigned by the school.
(updated on 1 September 2019)
3. **Salary Scale :** MPS Point 34 - Point 39

4. Promotion Prospects : Principal Graduate Master/Mistress / Principal II / Principal I

Senior Graduate Masters/Mistresses will be eligible for consideration for promotion to Principal Graduate Masters/Mistresses/Principals II/Principals I after they have had at least 3 years of acceptable secondary school experience in the post in the secondary section of an aided special school with proven ability to take charge of an academic subject or to perform other duties of special responsibility; have undertaken training course(s) specified by or acceptable to the Permanent Secretary and have successfully completed a course of training in special education recognised by the Permanent Secretary. With effect from the 2004/05 school year, aspiring principals are required to attain the Certification for Principalship in addition to complying with the appointment conditions in force at the time before they could be considered for appointment to principalship.

(updated on 1 September 2021)

5. Any Other Remarks :
- (a) In the case of promotion to Principal Graduate Master/Mistress, as the salary scale of a Senior Graduate Master/Mistress overlaps that of a Principal Graduate Master/Mistress (MPS Point 38 – Point 41), the promotees' salary scale and incremental date will be determined as follows :
- (i) if their pay before promotion is less than the minimum of the pay scale of the new higher office by more than one point, they will enter at the minimum and their new incremental date will be determined by the date of their promotion;
- (ii) if their pay before promotion is less than the minimum of the pay scale of the new higher office by not more than one point, they will enter at the minimum and retain their existing incremental date;
- (iii) if their pay before promotion is not less than the minimum of the pay scale of the new higher office and subject to the maximum point of the new scale not being exceeded, they will enter the new scale at the point which is next above their pay and retain their existing incremental date; and

- (iv) if the promotees are already receiving the maximum pay of their former office at the date of promotion, they will enter the new scale at the point next above their pay and their new incremental date will be determined by the date of promotion.
- (b) The salary scale and incremental date of a Senior Graduate Master/Mistress regraded from the rank of Principal Assistant Master/Mistress will be determined as follows:
- (i) If immediately before regrading, his/her pay is less than the minimum of the pay scale of the new office, he/she will enter at the minimum and the incremental date will be determined by the date of regrading.
 - (ii) If his/her pay is the same or more than the minimum of the pay scale and not more than the maximum of the pay scale of the new office, he/she will continue to receive his/her existing pay in the former post. The new incremental date will be determined by the date of regrading;
 - (iii) If he/she is regraded on his/her incremental date, for the purpose of these rules, his/her pay before regrading will be taken to be the pay he/she would have received on that date had he/she not been regraded; and
 - (iv) If the date of regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the date of regrading falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month.

(updated on 1 September 2008)

Appendix 4/Attachment E**Guides to Appointment****Aided Special Schools****Graduate Master/Mistress**

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

1. **Qualifications and Experience for Appointment :**
 - (a) **New Recruitment**
A degree from a local university, or equivalent (the degree means a Bachelor degree); or

Note : Preference will be given to candidates with a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Permanent Secretary.
 - (b) **Regrading**
A Certificate Master/Mistress, Assistant Master/Mistress or Senior Assistant Master/Mistress with a local first degree or equivalent is eligible for consideration for regrading in his/her serving school as Graduate Master/Mistress. *(updated on 1 September 2008)*
2. **Duties :**
 - (a) Coordinate and discharge diversified professional duties;
 - (b) Undertake class teaching in the secondary section of a special school;
 - (c) Resource teacher for special programmes; and
 - (d) Perform other related duties as assigned by the school.
(updated on 1 September 2019)
3. **Salary Scale :**
 - (a) MPS Point 17 - Point 33 for those appointed before 1.4.2000.
 - (b) MPS Point 12 - Point 33 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive).
 - (c) MPS Point 17 - Point 33 for those appointed between 1.8.2007 and 30.9.2010 (both dates inclusive).
 - (d) MPS Point 15 - Point 33 for those appointed on or after 1.10.2010.

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

- (a) Bar at MPS Point 27 for those appointed between 5.12.1980 and 31.8.1997 (both dates inclusive)
- (b) Bar at MPS Point 22 for those appointed between 1.9.1997 and 31.3.2000 (both dates inclusive)
- (c) Bar at MPS Point 17 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
- (d) Bar at MPS Point 22 for those appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
- (e) Bar at MPS Point 20 for those appointed on or after 1.10.2010

With effect from 1.8.2007, the salary bar would be set at 5 pay points above the prevailing starting salary and would be adjusted automatically whenever there is a change in the starting salary in the future. A serving untrained GM without a break in service is subject to the adjusted salary bar or the highest salary bar point he / she has ever experienced in the appointment as GM, whichever is the higher.

(updated on 1 September 2010)

4. Period of Probation : 2 years

5. Promotion Prospects : Senior Graduate Master/Mistress

Graduate Masters/Mistresses will be eligible for consideration for promotion to Senior Graduate Masters/Mistresses provided they have obtained a Post-Graduate Certificate in Education, or an equivalent qualification acceptable to the Permanent Secretary, have successfully completed a course of training in special education recognised by the Permanent Secretary; and have had 5 years of acceptable secondary school experience in a graduate post in an aided or assisted private school and have clearly shown ability to take charge of an academic subject or to perform other duties of special responsibility in a secondary school; and have undertaken training course(s) specified by or acceptable to the Permanent Secretary.

- 6, Any Other Remarks :
- (a) Direct entrants with a Degree but no Post-Graduate Certificate in Education or Teacher's Certificate or an equivalent qualification acceptable to the Permanent Secretary, will enter at the minimum of the salary scale;
 - (b) Direct entrants with a Degree plus an appropriate Post-Graduate Certificate in Education or Teacher's Certificate or an equivalent qualification acceptable to the Permanent Secretary, will enter at the third point in the salary scale;
 - (c) With effect from 1.9.1995, holders of a non-local degree with an appropriate Post-Graduate Certificate in Education obtained from a local university will enter at the third point in the salary scale, irrespective of whether the non-local degree is equivalent to a local degree;
 - (d) Entrants having teaching experience acceptable to the Permanent Secretary will be awarded increments in the salary scale;
 - (e) Serving Graduate Masters/Mistresses who acquire an appropriate Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Permanent Secretary after pursuing a full-time or part-time course will be awarded 2 additional increments if they entered at the first point in accordance with paragraph 6(a) or have not been previously awarded additional increments on the strength of such, provided that the maximum of the salary scale is not exceeded;
 - (f) Graduate Masters/Mistresses not possessing an appropriate Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Permanent Secretary but appointed prior to 1 September 1978 will be eligible for consideration for promotion to Senior Graduate Masters/Mistresses provided that they have completed training as specified by or acceptable to the Permanent Secretary.
 - (g) With effect from 1 September 2003, an untrained teacher regraded from a non-graduate rank to Graduate Master/Mistress, who subsequently acquires acceptable teacher training qualification, will :

- (i) be eligible for the award of 2 additional increments if, other than through possession of recognised experience, he/she entered at the minimum point of the Graduate Master/Mistress pay scale prevailing at the time he/she was regraded, provided that the maximum of the pay scale is not exceeded; or
- (ii) be eligible for the award of 1 additional increment if, other than through possession of recognized experience, he/she entered at 1 point above the minimum point of the Graduate Master/Mistress pay scale prevailing at the time he/she was regraded, provided that the maximum of the pay scale is not exceeded; or
- (iii) not be eligible for the award of any additional increment if, other than through possession of recognised experience, he/she entered at 2 or more points above the minimum point of the Graduate Master/Mistress pay scale prevailing at the time he/she was regraded.

(updated on 1 January 2014)

- (h) The salary scale and incremental date of a Graduate Master/Mistress regraded from the rank of Senior Assistant Master/Mistress, Assistant Master/Mistress or Certificated Master/Mistress will be determined as follows:
 - (i) If immediately before regrading, his/her pay is less than the minimum of the pay scale of the new office, he/she will enter at the minimum, and the new incremental date will be determined by the date of regrading.
 - (ii) If his/her pay is the same or more than the minimum and not more than the maximum of the pay scale of the new office, he/she will continue to receive his/her existing pay in the former post. The new incremental date will be determined by the date of regrading;

- (iii) If he/she is regraded on his/her incremental date, for the purpose of these rules, his/her pay before regrading will be taken to be the pay he/she would have received on that date had he/she not been regraded; and
- (iv) If the date of regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the date of regrading falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month.

(updated on 1 September 2010)

Appendix 4/Attachment F(i)**Guides to Appointment
Aided Special Schools****Principal Assistant Master/Mistress**

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

- | | |
|---|--|
| 1. <u>Qualifications and Experience for Appointment :</u> | <p>(a) <u>Normally - Promotion</u>
Promotion rank for Senior Assistant Masters/ Mistresses. (Please refer to 5. Any Other Remarks.)</p> <p>(b) <u>Exceptionally - Direct Entry</u>
N.A.

(Note: Starting from the 2019/20 school year, teachers cannot be directly appointed to fill a non-graduate post at the promotion rank, except for the redeployment of teachers from one school to another under the same school sponsoring body.) <i>(updated on 1 September 2019)</i></p> |
| 2. <u>Duties :</u> | <p>(a) Coordinating pastoral care and extra curricular activities and attending to special needs of pupils in junior forms in addition to teaching duties in the secondary section of a special school.</p> <p>(b) Performing duties of special responsibility in the capacity of Deputy Head of a special school operating a secondary section.</p> |
| 3. <u>Salary Scale :</u> | MPS Point 34 - Point 36 |
| 4. <u>Promotion Prospects :</u> | Nil |
| 5. <u>Any Other Remarks :</u> | Starting from the 2008/09 school year, Principal Assistant Masters/Mistresses with a recognised degree plus teacher training (or equivalent) may apply for regrading to Senior Graduate Masters/Mistresses in his/her serving school to fill up new Senior Graduate Master/Mistress posts created under the enhanced graduate teacher ratio. Candidates should have successfully completed a course of training in special education recognised by the Permanent Secretary. <i>(updated on 1 September 2021)</i> |

- (a) Upon successful regrading or natural wastage of a serving Principal Assistant Master/Mistress, the practice of upgrading a Senior Assistant Master/Mistress post to a Principal Assistant Master/Mistress post will cease with immediate effect. The respective proportions of SAM, AM and CM posts as stipulated in this Code of Aid will not be affected by the cessation of this practice.
- (b) If a serving Principal Assistant Master/Mistress does not apply for regrading to Senior Graduate Master/Mistress, he/she can continue to be accommodated in his/her existing rank of Principal Assistant Master/Mistress to hold against a Senior Graduate Master/Mistress post created under the enhanced graduate teacher ratio accordingly.

(updated on 1 September 2008)

Appendix 4/Attachment (F)(ii)**Guide to Appointment
Aided Primary Special Schools****Headmaster/Headmistress I**

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

1. Qualifications and Experience for Appointment :
 - (a) Normally - Promotion/Regrading
 - (i) Promotion - promotion rank for Headmasters/Headmistresses II.
 - (ii) Regrading - A Principal Assistant Master/Mistress# serving in the nominating primary special school with a recognised local first degree or equivalent is eligible for consideration for regrading as Headmaster/Headmistress I. Candidates should have successfully completed a course of training in special education recognised by the Permanent Secretary. *(updated on 1 September 2021)*
 - (b) Exceptionally - Direct Entry
 - (i) Candidates should have fulfilled all requirements for normal promotion to this rank and have successfully completed a course of training in special education recognised by the Permanent Secretary. The School Management Committee must submit justifications for the exceptional nature of the proposed appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances. *(updated on 1 September 2021)*
 - (ii) Starting from the 2000/01 school year, new School Heads should be limited to candidates holding a recognised local first degree plus teacher training in primary education and special education, or equivalent qualifications.
2. Duties : Head of a primary special school with 24 or more equivalent ordinary primary classes.

3. Salary Scale : MPS Point 38 – Point 41
4. Period of Probation : 2 years for direct entrants
5. Promotion Prospects : Nil
6. Any Other Remarks :
 - (a) The salary scale and incremental date of a Headmaster/Headmistress I regraded from the rank of Principal Assistant Master/Mistress will be determined as follows :
 - (i) If immediately before regrading, their pay is less than the minimum of the pay scale of the new office, they will enter at the minimum and the new incremental date will be determined by the date of regrading;
 - (ii) If their pay is the same or more than the minimum and not more than the maximum of the pay scale of the new office, they will receive the salary point which is equivalent to their existing substantive salary. The new incremental date will be determined by the date of regrading;
 - (iii) If they are regraded on their incremental date, for the purpose of these rules, their pay before regrading will be taken to be the pay they would have received on that date had they not been regraded; and
 - (iv) If the date of regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the resultant date falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month.
 - (b) With effect from the 2002/03 school year, a School Head appointed by direct appointment to a head post in another aided school at the same substantive rank of his/her former head post without a break in service is allowed to retain the salary pay point he/she received in the former post; if there is a break in service, he/she should be remunerated at the minimum point of the pay scale for the rank.

#The PAM rank in primary special school will be phased out through natural wastage.
(updated on 1 September 2008)

Appendix 4/Attachment G(i)**Guides to Appointment
Aided Special Schools****Senior Assistant Master/Mistress**

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

1. Qualifications and Experience for Appointment :
 - (a) Normally - Promotion
Promotion rank for Assistant Masters/Mistresses.

(Note: Starting from the 2019/20 school year, no Assistant Masters/Mistresses should be promoted to Senior Assistant Master/Mistress, except those who have been selected for acting up the post through a promotion exercise before the 2019/20 school year. Serving Senior Assistant Master/Mistress will be accommodated until natural wastage or regraded to the graduate grade.)
(updated on 1 September 2019)
 - (b) Exceptionally - Direct Entry
N.A.
(Note: Starting from the 2019/20 school year, teachers cannot be directly appointed to fill a non-graduate post at the promotion rank, except for the redeployment of teachers from one school to another under the same school sponsoring body.)
(updated on 1 September 2019)
2. Duties : Class teaching up to Secondary VI in the secondary section of a special school or performing duties of special responsibility.
3. Salary Scale : MPS Point 30 - Point 33
4. Promotion Prospects : Nil *(updated on 1 September 2008)*
5. Any Other Remarks :
 - (a) Starting from the 2008/09 school year, Principal Assistant Masters/Mistresses with a recognised degree plus teacher training (or equivalent) may apply for regrading to Senior Graduate Masters/Mistresses in his/her serving school to fill

up new Senior Graduate Master/Mistress posts created under the enhanced graduate teacher ratio. Candidates should have successfully completed a course of training in special education recognised by the Permanent Secretary. Upon successful regrading or natural wastage of a serving Principal Assistant master/Mistress, the practice of upgrading a Senior Assistant Master/Mistress post to a Principal Assistant Master/Mistress post will cease with immediate effect.

(updated on 1 September 2021)

Appendix 4/Attachment G(ii)**Guide to Appointment
Aided Primary Special Schools****Headmaster/Headmistress II**

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

1. Qualifications and Experience for Appointment :
 - (a) Normally - Promotion/Regrading
 - (i) Promotion - promotion rank for Senior Primary School Master/Mistress or Primary School Master/Mistress. *(updated on 1 September 2008)*
 - (ii) Regrading – A Senior Assistant Master/Mistress# serving in the nominating primary special school with a recognised local first degree or equivalent is eligible for consideration for regrading as Headmaster/ Headmistress II. Candidates should have successfully completed a course of training in special education recognised by the Permanent Secretary. *(updated on 1 September 2021)*
 - (b) Exceptionally - Direct Entry
 - (i) Candidates should have fulfilled all requirements for normal promotion to this rank and have successfully completed a course of training in special education recognised by the Permanent Secretary. The School Management Committee must submit justifications for the exceptional nature of the proposed appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances. *(updated on 1 September 2021)*
 - (ii) Starting from the 2000/01 school year, new School Heads should be limited to candidates holding a recognised local first degree plus teacher training in primary education and special education, or equivalent qualifications.

2. Duties : Head of a primary special school with 12 to 23 equivalent ordinary primary classes.
3. Salary Scale : MPS Point 35 – Point 39
4. Period of Probation : 2 years for direct entrants
5. Promotion Prospects : Headmaster/Headmistress I
- A Headmaster/Headmistress II will be eligible for consideration for promotion to Headmaster/Headmistress I after he/she has served successfully as follows in a primary special school for at least 3 years:
- Either
- (i) as a Headmaster/Headmistress II;
- or
- (ii) as a Senior Assistant Master/Mistress and then as a Headmaster/Headmistress II.
- (updated on 1 September 2016)*
6. Any Other Remarks :
- (a) In the case of promotion to Headmaster/Headmistress I, as the salary scale of a Headmaster/Headmistress II overlaps that of a Headmaster/Headmistress I (MPS Pt 38-41), the promotees' salary scale and incremental date will be determined as follows:
- (i) if their pay before promotion is less than the minimum of the pay scale of the new higher office by more than 1 point, they will enter at the minimum and their new incremental date will be determined by the date of their promotion;
- (ii) if their pay before promotion is less than the minimum of the pay scale of the new higher office by not more than one point, they will enter at the minimum and retain their existing incremental date;
- (iii) if their pay before promotion is not less than the minimum of the pay scale of the new higher office and subject to the maximum point of the new scale not being exceeded, they will enter the new scale at the point which is next above their pay and retain their existing incremental date; and

- (iv) if the promotees are already receiving the maximum pay of their former office at the date of promotion, they will enter the new scale at the point next above their pay and their new incremental date will be determined by the date of promotion.
- (b) The salary scale and incremental date of Headmaster/Headmistress II regraded from the rank of Senior Assistant Master/Mistress will be determined as follows :
 - (i) If immediately before regrading, their pay is less than the minimum of the pay scale of the new office, they will enter at the minimum and the new incremental date will be determined by the date of regrading;
 - (ii) If their pay is the same or more than the minimum and not more than the maximum of the pay scale of the new office, they will receive the salary point which is equivalent to their existing substantive salary. The new incremental date will be determined by the date of regrading;
 - (iii) If they are regraded on their incremental date, for the purpose of these rules, their pay before regrading will be taken to be the pay they would have received on that date had they not been regraded; and
 - (iv) If the date of regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the resultant date falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month.
- (c) With effect from the 2002/03 school year, a School Head appointed by direct appointment to a head post in another aided school at the same substantive rank of his/her former head post without a break in service is allowed to retain the salary pay point he/she received in the former post; if there is a break in service, he/she should be remunerated at the minimum point of the pay scale.

The SAM rank in primary special schools will be phased out through natural wastage.
(updated on 1 September 2011)

Appendix 4/Attachment H(i)**Guides to Appointment
Aided Special Schools****Assistant Master/Mistress**

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

1. Qualifications and Experience for Appointment :
 - (a) Normally - Promotion

Promotion rank for Certificated Masters/Mistresses.

(Note: Starting from the 2019/20 school year, no Assistant Masters/Mistresses should be promoted to Senior Assistant Master/Mistress, except those who have been selected for acting up the post through a promotion exercise before the 2019/20 school year. Serving Senior Assistant Master/Mistress will be accommodated until natural wastage or regraded to the graduate grade.)
(updated on 1 September 2019)
 - (b) Exceptionally - Direct Entry

N.A.

(Note: Starting from the 2019/20 school year, teachers cannot be directly appointed to fill a non-graduate post at the promotion rank, except for the redeployment of teachers from one school to another under the same school sponsoring body.)
(updated on 1 September 2019)
2. Duties :
 - (a) Senior Teacher in the primary section of a special school with duties in addition to class teaching; or
 - (b) Class teaching up to Secondary IV level in the secondary section of a special school.
3. Salary Scale : MPS Point 25 - Point 29
4. Period of probation : 2 years for direct entrants.

5. Promotion Prospects : (a) Senior Assistant Master/Mistress

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

(i) 3 years regularly teaching an academic subject at Secondary V level in a special school;

or

(ii) 2 years performing duties of special responsibility in the secondary section of a special school;

and have undertaken training course(s) specified by or acceptable to the Permanent Secretary and have successfully completed a course of training in special education recognised by the Permanent Secretary. *(updated on 1 September 2021).*

(Note: Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade would cease to operate, except those who have been selected for acting up a higher rank through a promotion exercise before the 2019/20 school year.) *(updated on 1 September 2019)*

(b) Senior Primary School Master/Mistress

An Assistant Master/Mistress with a local first degree or equivalent will be eligible for consideration for promotion to Senior Primary School Master/Mistress after he/she has served successfully as an Assistant Master/Mistress in a primary special school or the primary section of a special school for at least 2 years, undertaken training course(s) specified by or acceptable to the Permanent Secretary, and have successfully completed a course of training in special education recognised by the Permanent Secretary. *(updated on 1 September 2021)*

Appendix 4/Attachment H(ii)**Guide to Appointment
Aided Primary Special Schools and
Special Schools with Primary Section****Primary School Master/Mistress**

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

1. **Qualifications and Experience for Appointment :**
 - (a) **Normally - Promotion/Regrading**
 - (i) Promotion - promotion rank for Assistant Primary School Masters/Mistresses.
 - (ii) Regrading - An Assistant Master/Mistress with a recognised local first degree or equivalent is eligible for consideration for regrading as Primary School Master/Mistress. Candidates should have successfully completed a course of training in special education recognised by the Permanent Secretary. *(updated on 1 September 2021)*
 - (b) **Exceptionally - Direct Entry**

Candidates should possess a local first degree plus teacher training in primary education, or equivalent qualifications, and have successfully completed a course of training in special education recognised by the Permanent Secretary. They should also meet the teaching experience requirement and complete training course(s) specified by or acceptable to the Permanent Secretary set for normal promotion to this rank. The School Management Committee must submit justifications for the exceptional nature of the proposed appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. **Duties :**
 - (a) Assist the principal and vice-principal in guiding the work in various functional areas in order to take forward education initiatives in the primary section of a special school;
 - (b) Take the lead in diversified professional duties;
 - (c) Undertake class teaching in the primary section of special school; and
 - (d) Perform other related duties as assigned by the school.

(updated on 1 September 2019)

3. Salary Scale : MPS Point 30 – Point 33
4. Period of Probation : 2 years for direct entrants
5. Promotion Prospects : Senior Primary School Master / Mistress
Headmaster / Headmistress II

(a) Senior Primary School Master/Mistress

A Primary School Master/Mistress will be eligible for consideration for promotion to Senior Primary School Master/Mistress after he/she has served successfully as a Primary School Master/Mistress in a primary special school or the primary section of a special school for at least 2 years, undertaken training course(s) specified by or acceptable to the Permanent Secretary and have successfully completed a course of training in special education recognised by the Permanent Secretary.

(updated on 1 September 2021)

(b) Headmaster/Headmistress II

A Primary School Master /Mistress will be eligible for consideration for promotion to Headmaster/ Headmistress II after he/ she has successfully completed a course of training in special education recognised by the Permanent Secretary and has served successfully as follows in a primary special school or the primary section of a special school for at least 5 years:

Either

- (i) as a Primary School Master/Mistress; or
- (ii) as an Assistant Master/Mistress and then as a Primary School Master/ Mistress

(updated on 1 September 2021)

With effect from the 2004/05 school year, aspiring principals are required to attain the Certification for Principalship in addition to complying with the appointment conditions in force at the time before they could be considered for appointment to principalship.

6. Any Other Remarks : Primary School Masters/Mistresses regraded from the rank of Assistant Master/Mistress will enter at the minimum of the Primary School Master/Mistress pay scale with their new incremental date determined by the date of their regrading. If the date of regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the date of regrading falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month.

Appendix 4/Attachment H(iii)**Guide to Appointment
Aided Primary Special Schools and
Special Schools with Primary Section****Senior Primary School Master/Mistress****Head and Deputy Head**

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

1. **Qualifications and Experience for Appointment :**
 - (a) **Normally - Promotion**

Promotion rank for

 - (i) Primary School Masters/Mistresses; and
 - (ii) Assistant Master/Mistress with a local first degree or equivalent.
 - (b) **Exceptionally - Direct Entry**
 - (i) Candidates should possess a local first degree plus teacher training in primary education, or equivalent qualifications, and have successfully completed a course of training in special education recognised by the Permanent Secretary. They should also meet the teaching experience requirement and complete training course(s) specified by or acceptable to the Permanent Secretary set for normal promotion to this rank. The School Management Committee must submit justifications for the exceptional nature of the proposed appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
 - (ii) Starting from the 2000/01 school year, new school heads and deputy heads should be limited to candidates holding a local first degree plus teacher training in primary education and special education, or equivalent qualifications.

2. Duties :
- (a) Head of a primary special school with 11 equivalent ordinary primary classes or less; or
 - (b) Deputy head of a primary special school with 12 equivalent ordinary primary classes or more, or deputy head of the primary section of a special school with both primary and secondary sections, in addition to class teaching.
- (updated on 1 September 2020)
3. Salary Scale : MPS Point 34 – Point 35
4. Period of Probation : 2 years for direct entrants
5. Promotion Prospects : Headmaster/Headmistress II in Primary Special School

A Senior Primary School Master/Mistress will be eligible for consideration for promotion to Headmaster/Headmistress II after he/she has successfully completed a course of training in special education recognised by the Permanent Secretary and served successfully as follows in a primary special school or the primary section of a special school for at least 5 years:

Either

- (i) as a Senior Primary School Master/Mistress; or
- (ii) as an Assistant Master/Mistress/Primary School Master/Mistress and then as a Senior Primary School Master/Mistress.

(updated on 1 September 2021)

6. Any other remarks :
- (a) In the case of promotion to Headmaster/Mistress II, as the salary scale of Senior Primary School Master/Mistress overlaps that of a Headmaster/Mistress II (M.P.S. Pt 35-39), the promotee's salary scale and incremental date will be determined as follows:
 - (i) if their pay before promotion is less than the minimum of the pay scale of the new higher office, they will enter at the minimum and retain their existing incremental date; and
 - (ii) if the promotees are already receiving the maximum pay of their former office at the date of promotion, they will enter the new scale at the point next above their pay and their new incremental date will be determined by the date of promotion.

- (b) With effect from the 2004/05 school year, aspiring principals are required to attain the Certification for Principalship, in addition to complying with the appointment conditions in force at the time, before they could be considered for appointment to principalship.

Appendix 4/Attachment I(i)**Guides to Appointment
Aided Special Schools****Certificated Master/Mistress**

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

1. Qualifications and Experience for Appointment :
- (a) Certificate in Primary/Secondary Education from the Hong Kong Institute of Education/ Teacher's Certificate from a College of Education in Hong Kong obtained after a three-year full-time training course or a two-year full-time training course (acquired in or after 1982), or an equivalent qualification; or
 - (b) Technical Teacher's Certificate obtained after a three-year full-time technical teacher training course, or an equivalent qualification; or
 - (c) Higher Diploma/Certificate*, or equivalent qualification, plus 1 year's relevant post-qualification working experience; or
 - (d) Diploma* or equivalent qualification, plus either:
 - (i) 1 year's relevant post-qualification working experience and 1 year of full-time (or 2 years of part-time) technical teacher training; or
 - (ii) 2 years' relevant post-qualification working experience; or
 - (e) Secretarial or commercial certificate*, or equivalent qualification, plus either :
 - (i) 1 year's relevant post-qualification working experience and 1 year of full-time (or 2 years of part-time) technical teacher training; or
 - (ii) 2 years' relevant post-qualification working experience.
- * Obtained from a local university or a technical institute
- (f) (i) An Assessment Certificate (Primary level) from the Education Bureau obtained after having passed Part I and Part II of the Non-graduate Teacher Qualifications Assessment (NGTQA); or

- (ii) An Assessment Certificate (Primary level) from the Education Bureau obtained after having passed Part I, Part II and Part III of the Non-graduate Teacher Qualifications Assessment (NGTQA)
- (g) A qualification other than (a) to (f) above, acceptable to the Permanent Secretary.

(Notes:

- (i) Starting from the 2019/20 school year, all newly-joined teachers should possess a local bachelor's degree (or equivalent). No non-degree holders could be appointed as new teachers.
- (ii) Serving Certificated Master/Mistress will be accommodated until natural wastage or regraded to the graduate grade.)

(updated on 1 September 2019)

2. Duties :

- (a) Class teacher in the primary classes or lower secondary classes of a special school; or
- (b) Resource teacher for special programmes; and
- (c) Where necessary, other related duties as considered appropriate.

3. Salary Scale :

Basic scale

- (a) MPS Point 14 - Point 24 for those appointed before 1.4.2000.
- (b) MPS Point 12 – Point 24 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive).
- (c) MPS Point 14 - Point 24 for those appointed on or after 1.8.2007.

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

- (a) Bar at MPS Point 19 for those appointed between 1.1.1991 and 31.3.2000 (both dates inclusive)
- (b) Bar at MPS Point 17 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive).
- (c) Bar at MPS Point 19 for those appointed on or after 1.8.2007.

With effect from 1.8.2007, the salary bar would be set at 5 pay points above the prevailing starting salary and would be adjusted automatically whenever there is a change in the starting salary in the future. A serving untrained CM without a break in service is subject to the adjusted salary bar or the highest salary bar point he / she has ever experienced in the appointment as CM, whichever is the higher.

4. Period of Probation : 2 years
5. Promotion Prospects : Assistant Master/Mistress
Certificated Masters/Mistresses possessing a Teacher's Certificate or an equivalent qualification and who have successfully completed a course of training in special education recognised by the Permanent Secretary will be eligible for consideration for promotion to Assistant Masters/Mistresses if they have:
 - (a) in a secondary special school or the secondary section of a special school :
 - (i) 5 years satisfactory and acceptable experience as a teacher or headmaster/headmistress in a government or aided secondary school or since 1 January 1966 in an assisted private secondary school; or since 1 September 1990, in a caput or bought-place school bound by contract; or
 - (ii) 5 years satisfactory and acceptable experience as a teacher or headmaster/headmistress in a government or aided secondary or primary school, or since 1 January 1966, in an assisted private secondary school, or since 1 September 1990, in a caput or bought-place school bound by contract, of which the last 2 years must be in the secondary section of the nominating special school; and
 - (b) in a primary special school or the primary section of a special school :
 - (i) 5 years satisfactory and acceptable experience as a teacher in a government or an aided primary school with a Teacher's Certificate; or

- (ii) 5 years satisfactory and acceptable experience as a teacher in a government or an aided primary school with the status of qualified teacher awarded after successful completion of In-service Course of Training for Teachers; or
- (iii) 5 years satisfactory and acceptable experience as a teacher in a government or an aided primary school with the status of qualified teacher awarded after passing the Non-Graduate Teachers Qualifications Assessment and successful completion of In-service Course of Training for Teachers; or a period of supervised teaching for at least 1 year;

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

(Note: Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade would cease to operate, except those who have been selected for acting up a higher rank through a promotion exercise before the 2019/20 school year.)

(updated on 1 September 2019)

6. Any Other Remarks :
- (a) Direct entrants who have completed 2 years of continuous full-time teacher training (acquired prior to 1982) at a College of Education/Hong Kong Technical Teachers' College will enter the scale at the sub-point.
 - (b) Direct entrants with the qualifications at 1(d)(i) will enter the scale at the second point.
 - (c) Direct entrants with acceptable qualifications under 1(g) will be appointed to a point, or sub-point, of the scale considered appropriate by the Permanent Secretary.
 - (d) Direct entrants having approved teaching/relevant practical experience in excess of that required for appointment may be awarded increments in the basic scale at the discretion of the Permanent Secretary.
 - (e) Serving Certificated Masters/Mistresses who are appointed under 1(c), 1(d)(ii) or 1(e)(ii) and who have successfully undertaken a two-year part-time technical teacher training course at the Hong Kong Institute of Education or a Technical Institute may be awarded an additional increment if they are not already at the top of the basic scale.

- (f) Serving Certificated Masters/Mistresses who are appointed under 1(g) at a sub-point of the scale without teacher training and who have successfully undertaken an appropriate In-service Course of Teacher Training or Post-Graduate Certificate in Education may be awarded an additional increment if they are not already at the top of the basic scale.
- (g) Certificated Masters/Mistresses not possessing teacher training or an equivalent qualification but appointed prior to 1 January 1991 will be eligible for consideration for promotion to Assistant Masters/Mistresses provided that they have undertaken training course(s) specified by or acceptable to the Permanent Secretary.
- (h) Direct entrants with non-standard qualifications under 1(f) will enter at MPS Point 12 if appointed before 1.4.2000 or after 31.7.2007. For those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive), the MPS Point is 10.
- (i) Serving Certificated Master/Mistresses who are appointed under 1(f)(i) shall be allowed to proceed beyond the salary bar after having successfully completed the In-service Course of Teacher Training. No additional increment will be awarded for the successful completion of the In-service Course of Teacher Training. For those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive), the salary bar is at MPS Point 17. For those appointed before 1.4.2000 or after 31.7.2007, the salary bar is at MPS Point 19.
- (j) Serving Certificated Masters/Mistresses who are appointed under 1(f)(ii) shall be allowed to proceed beyond the salary bar and will be awarded an additional in 1 increment after having successfully completed a period of supervised teaching for at least 1 year in a primary school or a primary special school. No additional increment will be awarded to such teachers for subsequent completion of an In-service Course of Teacher Training. For those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive), the salary bar is at MPS Point 17. For those appointed before 1.4.2000 or after 31.7.2008, the salary bar is at MPS Point 19.

- (k) With effect from 1.9.2006, untrained teachers with specified non-standard qualifications (such as Approved Post-secondary Secondary College diplomas) will not be accepted for new appointment or reappointment as CM at aided primary schools after a break in service. Untrained teachers with specified non-standard qualifications may be accepted for appointment as CM at aided secondary schools only for subjects in demand (e.g. technical/practical/vocational subjects). Priority should still be given to teachers with standard qualifications.

(updated on 1 September 2010)

Appendix 4/Attachment I(ii)

Guide to Appointment
Aided Primary Special Schools and
Special Schools with Primary Section

Assistant Primary School Master/Mistress

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

1. **Qualifications and Experience for Appointment :**
 - (a) **New Recruitment**
Candidates should possess a recognised local first degree plus teacher training in primary education or equivalent qualifications.
 - (b) **Regrading**
A Certificated Master/Mistress serving in the nominating primary special school or the primary section of a special school with a recognised local first degree or equivalent is eligible for consideration for regrading as Assistant Primary School Master/Mistress.

2. **Duties :** Mainly deployed to perform the following duties:
 - (a) Coordinate and discharge diversified professional duties;
 - (b) Undertake class teaching; and
 - (c) Perform other related duties as assigned by the school.

(updated on 1 September 2019)

3. **Salary Scale :** before 1.4.2000
 - (a) MPS Point 17 - Point 29 for those appointed
 - (b) MPS Point 12 - Point 29 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
 - (c) MPS Point 17 - Point 29 for those appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
 - (d) MPS Point 15 - Point 29 for those appointed on or after 1.10.2010

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

- (a) Bar at MPS Point 27 for those appointed before 1.4.2000.
- (b) Bar at MPS Point 22 for those appointed between 1.4.2000 and 30.9.2010 (both dates inclusive)
- (c) Bar at MPS Point 20 for those appointed on or after 1.10.2010

With effect from 1.8.2007, the salary bar would be set at 5 pay points above the prevailing starting salary and would be adjusted automatically whenever there is a change in the starting salary in the future. A serving untrained APSM without a break in service is subject to the adjusted salary bar or the highest salary bar point he / she has ever experienced in the appointment as APSM, whichever is the higher.

- 4. Period of Probation : 2 years for new entrants

- 5. Promotion Prospects : Primary School Master/Mistress
 Assistant Primary School Masters/Mistresses possessing a Post-graduate Diploma/Certificate in Education, or a Teacher's Certificate from a local College of Education/the Hong Kong Institute of Education, or equivalent and who have successfully completed a course of training in special education recognized by the Permanent Secretary will be eligible for consideration for promotion to Primary School Masters/Mistresses after they have served successfully as follows in a primary special school or the primary section of a special school for at least 5 years and undertaken training course(s) specified by or acceptable to the Permanent Secretary :

Either

- (i) as an Assistant Primary School Master/Mistress;
- or
- (ii) as a Certificated Master/Mistress and then as an Assistant Primary School Master/Mistress

6. Any Other Remarks :
- (a) Candidates without a Post-graduate Diploma/Certificate in Education, or a Teacher's Certificate from a local College of Education/the Hong Kong Institute of Education, or equivalent will enter at the minimum of the pay scale on appointment.
 - (b) Candidates who also possess an appropriate Post-graduate Diploma/Certificate in Education, or a Teacher's Certificate from a local College of Education/the Hong Kong Institute of Education, or equivalent will enter at the third point in the pay scale on appointment.
 - (c) Starting from 21.2.2002, the arrangement for the salary bar of serving untrained teachers upon their regrading from a non-graduate rank to the rank of Assistant Primary School Master/Mistress, is as follows:
 - (i) If the pay point of the teachers concerned on the appointment to the rank of Assistant Primary School Master/Mistress is below the prevailing salary bar of their new post, they can progress along the respective pay scale to the new salary bar point. Subject to the acquisition of acceptable teacher training qualification, they can proceed beyond the appropriate salary bar point to the maximum of the respective pay scale; and
 - (ii) If the pay point of the teachers concerned on appointment to the rank of Assistant Primary School Master/Mistress is at or above the prevailing salary bar of their new post (due to, for example, the retention of their existing pay in the former non-graduate post under the special pay on appointment arrangements), their salary will be frozen at that pay point. Progression beyond the frozen pay point is subject to their acquisition of acceptable teacher training qualification, provided that the maximum of the respective pay scale is not exceeded.

- (d) Serving Assistant Primary School Masters/ Mistresses who acquire a Post-graduate Diploma/ Certificate in Education, or a Teacher's Certificate from a local College of Education/the Hong Kong Institute of Education, or equivalent after pursuing a full-time or part-time course will be awarded 2 additional increments if they entered at the first point in accordance with paragraph 6(a) or have not been previously awarded additional increments on the strength of such, provided that the maximum of the salary scale is not exceeded. However, with effect from 1 September 2003, untrained teachers regraded from Certificated Master/Mistress to Assistant Primary School Master/Mistress, who subsequently acquire acceptable teacher training qualification, will:
- (i) be eligible for the award of 2 additional increments if, other than through possession of recognised experience, they entered at the minimum point of the Assistant Primary School Master/ Mistress pay scale prevailing at the time they were regraded, provided that the maximum of the pay scale is not exceeded; or
 - (ii) be eligible for the award of 1 additional increment, other than through possession of recognised experience, if they entered at 1 point above the minimum point of the Assistant Primary School Master/Mistress pay scale prevailing at the time they were regraded, provided that the maximum of the pay scale is not exceeded; or
 - (iii) not be eligible for the award of any additional increment if, other than through possession of recognised experience, they entered at 2 or more points above the minimum point of the Assistant Primary School Master/Mistress pay scale prevailing at the time they were regraded.

(updated on 1 January 2014)

- (e) The salary scale and incremental date of Assistant Primary School Masters/Mistresses regraded from the rank of Certificated Master/Mistress will be determined as follows :
- (i) If immediately before regrading, their pay is less than the minimum of the pay scale of the new office, they will enter at the minimum and the new incremental date will be determined by the date of regrading;
 - (ii) If their pay is the same or more than the minimum and not more than the maximum of the pay scale of the new office, they will continue to receive their existing pay in the former post. The new incremental date will be determined by the date of regrading;
 - (iii) If they are regraded on their incremental date, for the purpose of these rules, their pay before regrading will be taken to be the pay they would have received on that date had they not been regraded; and
 - (iv) If the date of regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the date of regrading falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month. *(updated on 1 September 2010)*

Appendix 4/Attachment J(i)**Guides to Appointment
Aided Special Schools****Educational Psychologist I**

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

1. **Qualifications and Experience for Appointment :**

Candidates should have :

 - (a) a first degree in Psychology from a local university or equivalent;
 - (b) a Master's or Doctoral degree in Educational Psychology (Professional Practice) from a local university or equivalent;
(Updated on 1 September 2018)
 - (c) a Post Graduate Certificate in Education from a local university or equivalent;
 - (d) obtained full membership of the Division of Educational Psychology of the Hong Kong Psychological Society or an equivalent status in an internationally recognised professional organization of Educational Psychology (applicable to those appointed on or after 1 September 2012);
 - (e) a minimum of 6 years' relevant post-degree experience of which at least 3 years should be as an Educational Psychologist;
 - (f) good command of Cantonese and written Chinese; and
 - (g) good command of spoken and written English.

2. **Duties :**

Educational Psychologists provide comprehensive services to schools at the following target levels:

 - (a) Student support level
 - To provide assessment, counseling and guidance services for students;
 - To provide intervention or behavioural guidance programmes for students directly and/or in collaboration with school personnel such as teachers, school social workers and/or speech therapists, etc.; and
 - To promote home-school co-operation in child management and deliver parent training programmes in collaboration with school personnel.

(b) Teacher support level

- To support teachers in the early identification of at risk students as well as the planning and implementation of appropriate intervention measures for them;
- To advise teachers on measures to enhance learning and teaching effectiveness as well as behaviour support, including the formulation of individual education plans for the students;
- To advise teachers and school social workers in planning and implementing school-based psycho-educational programmes for students;
- To support teachers in school-based action research related to the domains of student support as well as learning and teaching; and
- To conduct staff development training to equip school personnel with the necessary professional knowledge and skills to meet the personal, social and special educational needs of students.

(c) School system level

- To support schools in developing whole-school policies to cater for student diversity;
- To support schools in developing effective mechanism to meet the diverse educational needs of their students;
- To support schools in developing policy and mechanism on crisis management and to render crisis management service to schools whenever necessary.

Educational Psychologist I also leads the planning, execution, management and evaluation of the Educational Psychology Service as well as provides support to Educational Psychologist II, where appropriate.

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

6. Any Other Remarks:
- (a) Holders of degrees other than those from a local university or equivalent may apply, but should attach copies of transcripts of studies to their applications.
 - (b) The candidate must be eligible for graduate membership of the Hong Kong Psychological Society or the British Psychological Society or equivalent. The Master's or Doctoral Degree in Educational Psychology (Professional Practice) obtained must be one which can prepare the candidate for independent professional work as an educational psychologist.
 - (c) The requirement for a candidate to obtain full membership of the Division of Educational Psychology of the Hong Kong Psychological Society or an equivalent status in an internationally recognised professional organization of Educational Psychology in Para 1(d) is also applicable to the existing educational psychologist incumbents who take up a new appointment in another school as Educational Psychologist I on or after 1 September 2012.
(updated on 1 September 2018)

Appendix 4/Attachment J(ii)**Guides to Appointment
Aided Special Schools****Educational Psychologist II**

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

1. **Qualifications and Experience for Appointment :**
Candidates should have :
 - (a) a first degree in Psychology from a local university or equivalent;
 - (b) a Master's or Doctoral degree in Educational Psychology (Professional Practice) from a local university or equivalent;
(Updated on 1 September 2018)
 - (c) obtained full membership of the Division of Educational Psychology of the Hong Kong Psychological Society or an equivalent status in an internationally recognised professional organization of Educational Psychology or been eligible for such membership. Candidate so eligible shall obtain such full membership within 9 months after appointment*. (This requirement is applicable to those appointed as Educational Psychologist II on or after 1 September 2012 and the existing educational psychologist incumbents who take up a new appointment in another school as Educational Psychologist II on or after 1 September 2012);
 - (d) good command of Cantonese and written Chinese; and
 - (e) good command of spoken and written English

2. **Duties :**
Educational Psychologists provide comprehensive services to schools at the following target levels :
 - (a) Student support level
 - To provide assessment, counseling and guidance services for students;
 - To provide intervention or behavioural guidance programmes for students directly and/or in collaboration with school personnel such as teachers, school social workers and/or speech therapists, etc.; and

♦ Schools should add a clause in the employment contracts for new appointees that if the appointees cannot obtain the above required full membership within 9 months after the appointment, their contracts will be terminated.

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

(b) Teacher support level

- To support teachers in the early identification of at risk students as well as the planning and implementation of appropriate intervention measures for them;
- To advise teachers on measures to enhance learning and teaching effectiveness as well as behaviour support, including the formulation of individual education plans for the students;
- To advise teachers and school social workers in planning and implementing school-based psycho-educational programmes for students;
- To support teachers in school-based action research related to the domains of student support as well as learning and teaching; and
- To conduct staff development training to equip school personnel with the necessary professional knowledge and skills to meet the personal, social and special educational needs of students.

(c) School system level

- To support schools in developing whole-school policies to cater for student diversity;
- To support schools in developing effective mechanism to meet the diverse educational needs of their students; and
- To support schools in developing policy and mechanism on crisis management and to render crisis management service to schools whenever necessary.

3. Salary Scale :

- (a) MPS Point 25 - Point 33 for those appointed before 1.4.2000
- (b) MPS Point 20 - Point 33 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)

- (c) MPS Point 25 - Point 33 for those appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
 - (d) MPS Point 23 - Point 33 for those appointed on or after 1.10.2010
4. Period of Probation : 2 years
5. Promotion Prospects: Educational Psychologist I
- Educational Psychologist II will be eligible for consideration for promotion to Educational Psychologist I if they have obtained:
- (a) A Post Graduate Certificate in Education from a local university or equivalent; and
 - (b) 6 years' relevant post-degree experience of which at least 3 years should be as an Educational Psychologist II; and
 - (c) Full membership of the Division of Educational Psychology of the Hong Kong Psychological Society or an equivalent status in an internationally recognised professional organization of Educational Psychology; and
 - (d) Satisfactory service as Educational Psychologist II. School should take into account the work performance, professional expertise, and other personal attributes, such as leadership, commitment, interpersonal skills, judgment, planning and organization abilities, etc. of the candidate when considering promotion. (*updated on 1 November 2013*)
6. Any Other Remarks :
- (a) Holders of degrees other than those from a local university or equivalent may apply, but should attach copies of transcripts of studies to their applications
 - (b) The candidate must be eligible for graduate membership of the Hong Kong Psychological Society or the British Psychological Society or equivalent. The Master's or Doctoral Degree in Educational Psychology (Professional Practice) obtained must be one which can prepare the candidate for independent professional work as an educational psychologist. (*updated on 1 September 2018*)

Appendix 4/Attachment K**Guides to Appointment
Aided Special Schools****Speech Therapist**

(updated on 1 September 2019)

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

1. **Qualifications and Experience for Appointment** :
Candidates should have :
 - (a) a degree in Speech and Hearing Science from a local university, or equivalent;
 - (b) have English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note] ; and
 - (c) be able to write fluent English and Chinese, and can speak fluent English and Cantonese.

2. **Duties** :
School-based speech therapists should work with the school in establishing clear aims of the school-based speech therapy services. The services should cover the domain of prevention, remediation and development, assist the school, teachers and parents in supporting students. For example:
 - To assess and evaluate the speech, language and communication needs of students;
 - To provide school-based speech therapy services according to the needs of students and school, taking into account school policies, measures and cultures in the development and implementation of services;
 - To collaborate with school personnel such as teachers, school social workers and/or specialist staff, etc. in supporting the students;
 - To strengthen home-school cooperation / collaboration by adopting diversified support strategies according to the needs of the students.

3. **Salary Scale** :
 - (a) MPS Point 18- Point 33 for those appointed before 1.4.2000
 - (b) MPS Point 13- Point 33 for those appointed between 1.4.2000 and 31.7.2007 (both dates inclusive)
 - (c) MPS Point 18- Point 33 for those appointed between 1.8.2007 and 30.9.2010 (both dates inclusive)
 - (d) MPS Point 16- Point 33 for those appointed on or after 1.10.2010

4. Period of Probation : 2 years
5. Promotion Prospects : Nil
6. Any Other Remarks: Nil

[Note] : The school may conduct the language proficiency test for those suitable candidates who do not possess the language qualifications. Provided that the school is satisfied with the candidates' language ability for carrying out the required duties, appointment can be offered.

Appendix 4/Attachment L**Guides to Appointment
Aided Special Schools****School Executive Officer**
(updated on 1 September 2019)

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

1. **Qualifications and Experience for Appointment :** Candidates should have a local bachelor's degree (or equivalent)
2. **Duties :** To assist in supervising, coordinating and handling school administrative matters, with a view to strengthen the administration capabilities of the school and the school management committee.
3. **Salary Scale :** MPS Point 15- Point 27
4. **Promotion Prospects :** Nil
5. **Period of Probation :** 2 years
6. **Any Other Remarks :** Nil

Appendix 4/Attachment M**Guide to Appointment
Aided Special Schools****Physiotherapist I***(updated on 1 September 2021)*

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

1. **Qualifications and Experience for Appointment :**
 - (a) Promotion
Promotion rank for Physiotherapist II
 - (b) Direct Entry:
Candidates must:
 - have a professional Degree/Diploma in Physiotherapy issued by the Hong Kong Polytechnic/Polytechnic University, or equivalent;
 - be registered in Hong Kong as a Physiotherapist in Part Ia of the Register of Physiotherapists under the Supplementary Medical Professions Ordinance (Cap. 359);
 - have a valid Practising Certificate issued by the Physiotherapist Board of Hong Kong;
 - have English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note] ;
 - be able to write fluent English and Chinese, and can speak fluent English and Cantonese; and
 - have at least 2 years of service as Physiotherapist II in aided special schools, or equivalent*.

**such as experience acquired during service in Hospital Authority or Department of Health. Experience acquired in non-governmental organisations may be considered subject to the availability of valid documentary proof including Certificate of Service, and the respective job duties, etc..*
2. **Duties :** Services of Physiotherapist I should cover professional and administrative aspects. Physiotherapist I should work with the school in establishing clear aims of physiotherapy services, and assist the school, teachers and parents in supporting students.
3. **Salary Scale :** MPS Point 25 – Point 34
4. **Period of Probation :** 2 years for direct entrants
5. **Promotion Prospects :** Senior Physiotherapist

6. Any Other Remarks : Nil

[Note] : The school may conduct the language proficiency test for those suitable candidates who do not possess the language qualifications. Provided that the school is satisfied with the candidates' language ability for carrying out the required duties, appointment can be offered.

Appendix 4/Attachment N**Guides to Appointment****Aided Special Schools****Occupational Therapist I***(updated on 1 September 2021)*

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

1. **Qualifications and Experience for Appointment** :
 - (a) Promotion
Promotion rank for Occupational Therapist II
 - (b) Direct Entry:
Candidates must:
 - have a professional Degree/Diploma in Occupational Therapy issued by the Hong Kong Polytechnic/Polytechnic University, or equivalent;
 - be registered in Hong Kong as an Occupational Therapist in Part I of the Register of Occupational Therapists under the Supplementary Medical Professions Ordinance (Cap. 359);
 - have a valid Practising Certificate issued by the Occupational Therapists Board of Hong Kong;
 - have English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note] ;
 - be able to write fluent English and Chinese, and can speak fluent English and Cantonese; and
 - have at least 2 years of service as Occupational Therapist II in aided special schools, or equivalent*.

**such as experience acquired during service in Hospital Authority or Department of Health. Experience acquired in non-governmental organisations may be considered subject to the availability of valid documentary proof including Certificate of Service, and the respective job duties, etc..*
2. **Duties** : Services of Occupational Therapist I should cover professional and administrative aspects. Occupational Therapist I should work with the school in establishing clear aims of occupational therapy services, and assist the school, teachers and parents in supporting students.
3. **Salary Scale** : MPS Point 25 – Point 34
4. **Period of Probation** : 2 years for direct entrants
5. **Promotion Prospects** : Senior Occupational Therapist

6. Any Other Remarks: Nil

[Note] : The school may conduct the language proficiency test for those suitable candidates who do not possess the language qualifications. Provided that the school is satisfied with the candidates' language ability for carrying out the required duties, appointment can be offered.

Appendix 4/Attachment O**Guide to Appointment
Aided Special Schools
Nursing Officer***(updated on 1 September 2021)*

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

1. **Qualifications and Experience for Appointment :**
 - (a) Normally – Promotion
Promotion rank for Registered Nurse/Registered Nurse (Psychiatric)
 - (b) Exceptionally - Direct Entry:
Candidates must:
 - have a Certificate of Registration (Part I or Part II) and a valid Practising Certificate issued by the Nursing Council of Hong Kong;
 - have one of the following qualifications or equivalent:
 - (a) a certificate of health nursing (awarded by the Hong Kong Government in or before 1992);
 - (b) a diploma in public health nursing studies (awarded by the Hong Kong Government between 1993 and 2001);
 - (c) a degree in bachelor of nursing (awarded by an approved post-secondary institution in Hong Kong in or after 2004);
 - (d) a degree in master of nursing (awarded by an approved post-secondary institution in Hong Kong in or after 2007); and
 - have five years of experience as a practising registered nurse (including at least two years of service in aided special school(s))
 - have English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent [Note] ; and
 - be able to write fluent English and Chinese, and can speak fluent English and Cantonese.
2. **Duties :** Nursing Officer has to assist the school head in leading the nurse team in the school section and the boarding section (if applicable) to cater for the needs of students (in particular students and boarders with medical complexity). .
3. **Salary Scale :** MPS Point 26 – Point 34
4. **Period of Probation :** 2 years for direct entrants
5. **Promotion Prospects :** Nil

6. Any Other Remarks: In the case of promotion from Registered Nurse (Psychiatric) to Nursing Officer, as the salary scale of a Registered Nurse (Psychiatric) (MPS Pt 17 - 26) overlaps that of a Nursing Officer (MPS Pt 26 –34), the promotees' salary scale and incremental date will be determined as follows:
- (i) if their pay before promotion is less than the minimum of the pay scale of the new higher office by more than one point, they will enter at the minimum and their new incremental date will be determined by the date of their promotion;
 - (ii) if their pay before promotion is less than the minimum of the pay scale of the new higher office by not more than one point, they will enter at the minimum and retain their existing incremental date;
 - (iii) if the promotees are already receiving the maximum pay of their former office at the date of promotion, they will enter the new scale at the point next above their pay and their new incremental date will be determined by the date of promotion.

[Note] : The school may conduct the language proficiency test for those suitable candidates who do not possess the language qualifications. Provided that the school is satisfied with the candidates' language ability for carrying out the required duties, appointment can be offered.