

**EDUCATION BUREAU**  
**CIRCULAR MEMORANDUM NO. 16/2025**

From : Permanent Secretary for Education To : Heads of government and aided primary and secondary schools;  
Ref. : EDB(HRM)/PER/10/2 Heads of primary and secondary schools under the Direct Subsidy Scheme;  
Tel. : 3509 8497 Heads of special schools;  
Fax. : 2893 1976 Heads of divisions/sections  
Date : 20 February 2025

**Staff Interflow Schemes 2025**  
**(i) Annual Teacher Secondment Exercise**  
**(ii) Scheme of Voluntary Postings to Schools**  
**(iii) Cross-grade Posting Scheme**

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

**Summary**

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

	Staff Interflow Schemes	Target Participants
(a)	Annual Teacher Secondment Exercise	
	(i) Secondment positions at Appendices A(1) to A(27)	Serving teachers from schools in the aided sector and under the Direct Subsidy Scheme
	(ii) Digital Education Centre of Excellence Scheme at Appendix A(28)	All schools in the government and aided sectors and those under the Direct Subsidy Scheme
(b)	Scheme of Voluntary Postings to Schools for Non-teaching Departmental Grade Officers at Basic Rank	Basic rank officers of non-teaching grades in EDB
(c)	Cross-grade Posting Scheme	Both teaching and non-teaching grade officers in EDB

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

## **Interflow Schemes**

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

(a) **Annual Teacher Secondment Exercise**

This scheme provides an excellent opportunity for cross-exchange of expertise and experience, and enhances partnership between EDB and government schools, schools in the aided sector and under the Direct Subsidy Scheme. Starting from the 2010/11 school year, the Digital Education Centre of Excellence Scheme (formerly the “IT in Education Centre of Excellence Scheme”) has been subsumed under the Annual Teacher Secondment Exercise.

Details of the secondment positions under the 2025 Annual Teacher Secondment Exercise are at **Appendix A**.

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

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

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

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

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

## How to Apply

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

- (a) Annual Teacher Secondment Exercise —
  - (i) Secondment positions at Appendices A(1) to A(27) — Application Form at **Appendix B with Annexes 1 & 2**
  - (ii) Digital Education Centre of Excellence Scheme at Appendix A(28) — Application Form at **Appendix B with Annex 2 and Appendix C**

Applicants can apply for **not more than one scheme** listed in a(i) to a(ii) above.

- (b) Scheme of Voluntary Postings to Schools for Non-teaching Departmental Grade Officers at Basic Rank — Application Form at **Appendix B with Annex 2**
- (c) Cross-grade Posting Scheme — Application Form at **Appendix B only (without annex)**

5. Eligible applicants may indicate in the application form more than one interflow scheme as listed in paragraphs 4 (a) to (c) above if they wish to be considered. The Government Schools Section will be consulted on applications from government school applicants.

## Validity Period of Application

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

## Closing Date of Applications

7. The deadline for application under the Annual Teacher Secondment Exercise is **3 April 2025** while applications under the other two interflow schemes may be made any time during the course of the year. However, school heads or teachers who wish to be considered for cross-grade posting to EDB and non-teaching departmental grade staff who wish to take up teaching posts commencing August/September 2025 have to submit their applications to EDB **on or before 3 April 2025**. Late applications will normally not be

considered. Applicants should submit all completed application forms on or before the deadline for application through one of the means below –

- (a) by post to the Human Resource Management Unit of the Education Bureau on 4/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (the postmark date on the envelope will be regarded as the date of submission of application). Applicants should ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post; or
- (b) by hand to the Education Bureau's drop-in box (Box no.: EDB03 – Staff Interflow Schemes 2025) located at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. The drop-in box is normally open for use from 8:00 a.m. to 7:00 p.m. from Mondays to Fridays (except public holidays).

8. Applications for voluntary postings to schools and applications for cross-grade postings submitted after 3 April 2023 shall remain valid. Applicants concerned need not submit fresh application unless they wish to revise their original preferences.

### **Duration and Timing of Interflow**

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

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

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

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

## **Placement and Selection of Applicants**

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

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

14. Applicants for the Annual Teacher Secondment Exercise will be shortlisted for selection interviews to be conducted by the host divisions. They may assume that their applications are unsuccessful if they do not hear from us by **6 May 2025**. For the other interflow schemes, initial matching will be worked out centrally by EDB based on the applications received and positions available. Before a posting is confirmed, an interview between the applicant and the prospective host division/school may be arranged where necessary.

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

## **Relief Arrangement**

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

17. As promulgated in Education Bureau Circular No. 13/2022, starting from the 2023/24 school year, all newly appointed teachers in public sector schools and schools under Direct Subsidy Scheme are required to pass the Basic Law and National Security Law test (BLNST) in order to be considered for appointment. The above requirement is applicable to the substitute teachers to be employed by the parent schools as relief under the Staff Interflow Schemes 2025.

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

## **Terms and Conditions of Interflow**

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

## **Enquiries**

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

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

Nelson CHAN  
for Permanent Secretary for Education

c.c. Branch Heads

**Education Bureau**  
**Annual Teacher Secondment Exercise**  
**(2025/26 School Year)**

**List of Secondment Positions**

<b>Division/Office</b>	<b>Area/Project</b>	<b>Appendix</b>
School Development Division	Life Planning Education	A(1)
Special Education Division	Guidance and Discipline	A(2)
Curriculum Development Institute	Citizenship and Social Development	A(3)
	English Language Education	A(4)
	Kindergarten and Primary	A(5)
	Moral, Civic and National Education (Section 1)	A(6)
	Moral, Civic and National Education (Section 2)	A(7)
	Moral, Civic and National Education (Section 3)	A(8)
	Native-speaking English Teacher	A(9)
	Personal, Social and Humanities Education (Chinese History)	A(10)
	Personal, Social and Humanities Education (History)	A(11)
	Physical Education	A(12)
Education Infrastructure Division	Assessment and Hong Kong Examinations and Assessment Authority	A(13)
	Quality Education Fund Secretariat (Team 1)	A(14)
	Quality Education Fund Secretariat (Team 2)	A(15)
	Language Education and SCOLAR	A(16)
Quality Assurance Division	Life-wide Learning and Mainland Exchange	A(17)
Curriculum Support Division	Language Learning Support	A(18)
	School-based Curriculum Development (Secondary)	A(19)
	School-based Curriculum Development (Primary)	A(20)

**Education Bureau  
Annual Teacher Secondment Exercise  
(2025/26 School Year)**

**List of Secondment Positions**

<b>Division/Office</b>	<b>Area/Project</b>	<b>Appendix</b>
	School-based Professional Support	A(21)
	Technology Education (STEM Education Centre)	A(22)
	Technology Education (Artificial Intelligence)	A(23)
	Technology Education (Primary Science or Mathematics)	A(24)
	Science Education	A(25)
	Mathematics Education	A(26)
Information Technology Management Division	Systems and Information Management	A(27)
Curriculum Support Division	Digital Education Centre of Excellence Scheme	A(28)



**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**School Development Division**  
**Life Planning Education Section**

**Work of the Section**

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

**Main duties of secondees**

- (a) To conduct school visits and provide school-based professional support on life planning education and career guidance;
- (b) To prepare school visit reports and assist in compiling evaluation reports on school-based professional support;
- (c) To assist in organising teacher network and professional sharing among teachers;
- (d) To assist in organising seminars, sharing sessions and career exploration activities under BSPP to disseminate effective practices of life planning education and career guidance services;
- (e) To assist in supporting and monitoring BSPP career exploration activities for students, teachers and parents;
- (f) To assist in conducting debriefing session and provide valuable feedback to student participants of “Holiday Work Experience Programme” under BSPP;
- (g) To assist in liaising with existing and potential BSPP partners and promoting BSPP to different stakeholders;
- (h) To assist in enhancing the content of the Life Planning Information Website to support schools, teachers and students; and
- (i) To assist in other duties under the purview of the Section as required.

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving GMs/SGMs of secondary schools (including special schools) in the aided sector or schools under the Direct Subsidy Scheme. They should have no less than five years (as at 31 August 2025) of full-time teaching experience and three years of experience in life planning education and career guidance work in secondary schools. Priority will be given to applicants with professional training in life planning education and career guidance such as the Certificate Course on Career Guidance and Life Planning for Secondary School Teachers.

**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**School Development Division**  
**Life Planning Education Section**

**Remarks**

This is a **full-time** secondment position.

**Enquiries**

Mr HO Ka-hei, Jackie

Executive Officer (Life Planning Education)

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Special Education Division**  
**Guidance and Discipline Section**

**Work of the Section**

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

**Main duties of secondees**

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

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving teachers of primary or secondary schools in the aided sector or under the Direct Subsidy Scheme. They should have no less than 5 years (as at 31 August 2025) of teaching experience preferably with professional training in guidance/discipline/counselling and at least 3 years of experience in school guidance/discipline work.

**Remarks**

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

**Enquiries**

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Executive Officer (Guidance and Discipline)  
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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Development Institute**  
**Citizenship and Social Development Section**

**Work of the Section**

The Citizenship and Social Development Section is responsible for curriculum development related to Citizenship and Social Development as well as organising professional development programmes for teachers, and developing learning and teaching resources to support schools and teachers in the implementation of the curriculum.

**Main duties of secondees**

- (a) To develop learning and teaching resources of Citizenship and Social Development, and assist schools in trying out the resources;
- (b) To assist in organising teacher professional development programmes (e.g. seminars, workshops, local and Mainland study tours);
- (c) To assist in organising school network activities, and share experience and good practices in curriculum development and implementation with frontline teachers;
- (d) To assist in organising student activities related to Citizenship and Social Development for enriching students' learning experiences; and
- (e) To collect and consolidate good school practices.

**Normal working locations**

The normal working place is Citizenship and Social Development Section, Wu Chung House, Wanchai. Secondees may also be required to work in other locations, such as schools, to be determined by the supervisor in the light of service needs.

**Entry Requirements**

Applicants should be serving teachers of secondary schools in the aided sector or schools under the Direct Subsidy Scheme. They should have a Bachelor's degree (or equivalent) and a Post-graduate Certificate / Diploma in Education (or equivalent) and no less than 3 years (as at 31 August 2025) of full-time teaching experience in the subject of Citizenship and Social Development.

**Remarks**

The application is for **half-time** secondment.

**Enquiries**

Ms AU Sau-wai, Natalie

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Development Institute**  
**English Language Education Section**

**Work of the Section**

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

**Main duties of secondees**

- (a) To develop learning and teaching resources with a view to enriching students' learning experiences and enhancing their interest in learning English;
- (b) To conduct professional development programmes, including workshops, seminars, learning circles and sharing sessions, to promote the learning of English and the professional development of English teachers;
- (c) To organise student activities and competitions so as to provide students with authentic contexts and opportunities to apply the knowledge, skills and values and attitudes covered in the curriculum framework; and
- (d) To conduct school visits and/or focus group interviews to collect and consolidate good school practices for the reference of the school sector.

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving teachers of primary or secondary schools in the aided sector or schools under the Direct Subsidy Scheme. They should have a bachelor's degree/master's degree/doctoral degree majoring in English Language, English Studies, English Literature, English Language Education or Translation or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2025) of full-time teaching experience in the English Language subject at the primary or secondary level.

**Remarks**

The application is for **full-time** secondment.

**Enquiries**

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Development Institute**  
**Kindergarten and Primary Section**

**Work of the Section**

The Kindergarten and Primary (K&P) Section is responsible for curriculum development on kindergarten education, primary education and Primary Humanities as well as organising professional development programmes for teachers and developing learning and teaching resources to support schools and teachers in the implementation of curriculum policies and innovations.

**Main duties of secondees**

- (a) To assist in the implementation of the Primary Humanities learning circle by conducting school visits, experience sharing, etc.;
- (b) To develop learning and teaching resources based on the learning content of Primary Humanities Curriculum Framework;
- (c) To assist in organising and conducting teacher professional development programmes of Primary Humanities and Primary Humanities On-site Workshops;
- (d) To build a network with schools and share experiences on curriculum development and good practices in the implementation of Primary Humanities curriculum with frontline teachers; and
- (e) To assist in collecting views from primary school sector regarding the implementation of Primary Humanities.

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving teachers of primary schools in the aided sector or schools under the Direct Subsidy Scheme. They should have no less than three years (as at 31 August 2025) of full-time teaching experience in General Studies. Priority will be given to applicants with experience in piloting Primary Humanities.

**Remarks**

The application is for **full-time** secondment.

**Enquiries**

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

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

**Work of the Section**

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

**Main duties of secondees**

- (a) To support the launch of the final version of the Values Education Curriculum Framework by developing and trying out new learning and teaching resources in the areas of health education, sex education, life education, media and information literacy education, civic education, law-abiding education, Chinese culture and virtues learning, education for sustainable development, the priority values and attitudes, etc.;
- (b) To conduct school visits for identifying and collecting good school implementation practices to inform curriculum planning and implementation;
- (c) To share experience in curriculum development and implementation of values education with frontline teachers in the professional development programmes;
- (d) To assist in organising and conducting programmes, activities, competitions and other campaigns for the promotion of values education; and
- (e) To perform other duties as assigned by the supervisor(s).

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving teachers of primary or secondary schools in the aided sector or schools under the Direct Subsidy Scheme. They should have no less than three years (as at 31 August 2025) of full-time teaching experience in values education.

**Remarks**

- (a) The application can be **full-time** or **half-time** secondment.
- (b) Candidates with experiences in leading the planning and implementation of curriculum, designing learning and teaching resources as well as organisation of student activities related to values education, are preferred.

**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

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

**Enquiries**

Ms Angela CHOW

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

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

**Work of the Section**

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

**Main duties of secondees**

- (a) To render professional support for partner schools of learning circle on the implementation of school-based national education (including Chinese culture, intangible cultural heritage, our country's current situation, Constitution and Basic Law education);
- (b) To develop learning and teaching resources related to national education;
- (c) To share experience in curriculum development and implementation of national education through assisting in organising professional development programmes for teachers and serving as speakers; and
- (d) To assist in organising life-wide learning activities related to national education for enriching students' learning experiences.

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving teachers of primary or secondary schools in the aided sector or schools under the Direct Subsidy Scheme. They should have no less than three years (as at 31 August 2025) of full-time teaching experience in national education.

**Remarks**

The application is for **full-time** secondment.

**Enquiries**

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Development Institute**  
**Moral, Civic and National Education Section**  
**Section 3**

**Work of the Section**

The Moral, Civic and National Education (MCNE) Section 3 is responsible for curriculum development related to national security education in primary and secondary schools as well as organising professional development programmes for teachers, developing learning and teaching resources and organising life-wide learning activities to support schools and teachers in the implementation of curriculum policies and innovations.

**Main duties of secondees**

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

**Normal working locations**

The normal working place is the MCNE Section 3 at Wu Chung House, Wan Chai. Secondees may also be required to work in other locations, such as schools, to be determined by the supervisor in the light of service needs.

**Entry Requirements**

Applicants should be serving teachers of primary or secondary schools in the aided sector or schools under the Direct Subsidy Scheme. They should have no less than three years (as at 31 August 2025) of full-time teaching experience in national education and/or national security education.

**Remarks**

- (a) The application can be **full-time** or **half-time** secondment.
- (b) Candidates with experiences in planning, coordinating and implementing national education and/or national security education in the school curriculum, are preferred.

**Enquiries**

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Development Institute**  
**Native-speaking English Teacher Section**

**Work of the Section**

The Native-speaking English Teacher (NET) Section is responsible for facilitating the implementation of the NET Scheme in Hong Kong. It provides professional support for all public-sector schools to maximise the benefits of the Scheme on English language learning and teaching, as well as organising professional development programmes to support schools and teachers in the implementation of curriculum innovations.

**Main duties of secondees**

- (a) To assist in the development of learning and teaching (L&T) resources in support of innovative projects that promote the creative use of English and use of various language arts in English Language Education at secondary level;
- (b) To organise school network activities, co-curricular activities and professional development programmes, including learning hubs, for promoting reading, innovative teaching practices and the learning of English language;
- (c) To assist in the planning, organisation and evaluation of student competitions and competition-related workshops for teachers supporting the pedagogical use of related L&T resources;
- (d) To identify and disseminate good practices in English language learning and effective use of L&T resources in schools; and
- (e) To assist in conducting professional exchange activities for English teachers from the Mainland and Hong Kong\*.

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

**Normal working locations**

The normal working place is Native-speaking English Teacher Section, Room 1120, 11/F, Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan, New Territories. Secondees may also be required to work in other locations, such as schools, education services centres, to be determined by the supervisor in the light of service needs.

**Entry Requirements**

Applicants should be serving English teachers of secondary schools (including special schools) in the aided sector or under the Direct Subsidy Scheme. They should have (a) a bachelor's degree in English Language or equivalent; (b) a post-graduate diploma / certificate in education or equivalent; and (c) no less than three years (as of 31 August 2025) of full-time teaching experience in the English Language subject at the secondary level.

**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Development Institute**  
**Native-speaking English Teacher Section**

**Remarks**

- (a) The application is for **full-time** secondment.
- (b) Secondees taking part in the Scheme on Hong Kong Teachers' Exchange Activities to the Mainland are required to conduct visits to schools in Guangdong and engage in different exchange activities, including collaborative lesson planning, lesson reviews and sharing sessions, etc.

**Enquiries**

Ms Adys WONG

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

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

**Work of the Section**

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

**Main duties of secondees**

- (a) To review and develop the resource materials related to the revised Junior Secondary Chinese History Curriculum;
- (b) To assist in organising territory-wide students learning activities for the promotion of Chinese History;
- (c) To assist and try out new initiatives such as experiential learning and e-learning platform to enhance self-learning and e-learning; and
- (d) To assist in organising teacher development programmes and learning community so as to facilitate the professional development and collaboration among Chinese History teachers.

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving GMs/SGMs of secondary schools in the aided sector or under the Direct Subsidy Scheme. They should have a Bachelor's degree/ Master degree/ Doctoral degree majoring in Chinese History/ History or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2025) of full-time teaching experience in the Chinese History/ History subject at secondary levels.

**Remarks**

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

**Enquiries**

Ms CHAN Ka-man, Carmen

Senior Curriculum Development Officer (Personal, Social and Humanities Education)2

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

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

**Work of the Section**

The Personal, Social and Humanities Education (PSHE) Section is responsible for curriculum development related to PSHE, as well as organising teacher professional development programmes and developing learning and teaching resources to support schools and teachers in the implementation of curriculum policies and innovations.

**Main duties of secondees**

- (a) To develop and try out learning and teaching resources of the junior and senior secondary History curriculum;
- (b) To assist in organising professional development programmes for teachers, including curriculum planning and learning and teaching of the junior and senior secondary History curriculum;
- (c) To develop and try out learning and teaching materials for source-based History study (including e-learning resources) so as to enhance students' learning interest and facilitate inquiry learning in History; and
- (d) To develop a learning network for History teachers for trying out the designed learning and teaching materials, facilitate professional dialogues between networked schools, and share experiences and good practices in curriculum development and implementation with schools.

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving GMs/SGMs of secondary schools in the aided sector or under the Direct Subsidy Scheme. They should have a Bachelor's degree/ Master degree/ Doctoral degree majoring in History or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2025) of full-time teaching experience in History at secondary level(s).

**Remarks**

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

**Enquiries**

Dr WOO Chun-kit, Keith

Senior Curriculum Development Officer (Personal, Social and Humanities Education)5

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Development Institute**  
**Physical Education Section**

**Work of the Section**

The Physical Education (PE) Section is responsible for curriculum development of PE Key Learning Area, offering advice and support to schools/teachers to develop students' active and healthy lifestyle, organising teachers' professional development programmes (PDPs), developing learning and teaching resources, and organising activities to support schools and teachers in the implementation of curriculum policies and innovations including the promotion of "Active Students, Active People" Campaign (ASAP) and the inclusion of PE in the internal assessment for Secondary School Places Allocation System.

**Main duties of secondees**

- (a) To develop learning and teaching resources for the development of school-based PE assessment and PE "Learning Outcomes Framework", and support the try-out of these resources in schools;
- (b) To build network with schools/PE teachers for promotion of MVPA60 and assessment literacy, and share experiences on curriculum development and good practices in implementation of the PE curriculum with frontline teachers; and
- (c) To assist in organising and conducting teachers' professional development programmes in PE.

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving teachers of primary schools in the aided sector or schools under the Direct Subsidy Scheme. They should have a Bachelor's degree / Master degree / Doctoral degree majoring in PE / Sports-related subject or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2025) of full-time teaching experience in the PE.

**Remarks**

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

**Enquiries**

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Education Infrastructure Division**

**Assessment and Hong Kong Examinations and Assessment Authority (A&HKEAA) Section**

**Work of the Section**

The A&HKEAA Section is responsible for implementing and overseeing the Basic Competency Assessment (BCA) project, including the Territory-wide System Assessment (TSA), Student Assessment Repository (STAR) and Web-based Learning and Teaching Support (WLTS). The Section promotes assessment for learning and strengthens assessment literacy of schools and teachers. In particular, it develops and provides learning, teaching and assessment support materials to enhance learning and teaching effectiveness, and coordinates and communicates with the school sector and other stakeholders of the BCA project, monitors public response and formulates PR strategies for the projects.

**Main duties of secondees**

- (a) To design quality and innovative assessment tasks / items and learning and teaching resources for the STAR platform;
- (b) To assist from subject expertise angle in the enhancement of the STAR platform, especially on the good use of assessment data and incorporation of e-assessment into the daily routine learning-teaching-assessment cycle at individual schools;
- (c) To engage in professional interactions and provide professional advice from the perspective of teachers as end-users on the enhancement and integration of AI elements of the STAR platform for the promotion of “Assessment for Learning” (AfL) and “Assessment as Learning” (AaL);
- (d) To participate in professional training and capacity building activities related to BCA and the STAR platform;
- (e) To assist in organising and conducting professional development programmes on enhancement of assessment literacy of teachers at primary/secondary levels; and
- (f) To perform other duties as assigned by the supervisor(s).

**Normal working locations**

The normal working place is 3/F, Estate Primary School No. 1, Mei Lam Estate, Shatin, New Territories. Secondees may also be required to work in other locations, such as schools or Education Bureau Kowloon Tong Education Services Centre, to be determined by the supervisor in the light of service needs.

**Entry Requirements**

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

- (a) a Hong Kong Bachelor’s degree majoring in Chinese Language / English Language / Mathematics / or a Bachelor of Education degree majoring in Chinese Language / English Language / Mathematics, or equivalent;
- (b) a certificate in education from a Hong Kong tertiary educational institution, or equivalent;



**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Education Infrastructure Division**  
**Assessment and Hong Kong Examinations and Assessment Authority (A&HKEAA) Section**

- (c) at least five years (as at 31 August 2025) of full-time teaching experience in the subject of Chinese Language / English Language / Mathematics at primary and/or secondary level(s);
- (d) solid grasp of strategies to implement the Chinese Language / English Language / Mathematics Education Curriculum of Hong Kong; and
- (e) experience in developing school-based Chinese Language / English Language / Mathematics curriculum, learning resources and assessment tasks and items at primary and/or secondary level(s).

**Remarks**

Secondment must be on full-time basis. Applicants should indicate clearly in the application form their major and minor subjects of teaching at primary and/or secondary level and the respective years of full-time teaching experience.

**Enquiries**

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Education Infrastructure Division**  
**Quality Education Fund Secretariat**  
**Team 1**

**Work of the Section**

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

**Main duties of secondees**

- (a) To assist in monitoring the progress of QEF funded projects and compiling project evaluation reports;
- (b) To provide support to the operation of Assessment and Monitoring Sub-committee as regards tasks relating to monitoring QEF funded projects;
- (c) To assist in organising briefing sessions, consultations sessions and workshops to publicise the funding programmes of QEF; and
- (d) To assist in reviewing and revising project evaluation documents.

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving teachers of primary or secondary schools (including special schools) in the aided sector or schools under the Direct Subsidy Scheme. They should have no less than 4 years (as at 31 August 2025) of full-time teaching experience at primary and/or secondary level.

**Remarks**

- (a) The application is only for **full-time** secondment.
- (b) Applicants should indicate clearly in the application form their major and minor subjects of teaching in the past 4 school years.

**Enquiries**

Miss CHEUNG Ka-yui, Joanne  
Executive Officer (Quality Education Fund)1  
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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Education Infrastructure Division**  
**Quality Education Fund Secretariat**  
**Team 2**

**Work of the Section**

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

**Main duties of secondees**

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

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving teachers of primary or secondary schools (including special schools) in the aided sector or schools under the Direct Subsidy Scheme. They should have no less than 4 years (as at 31 August 2025) of full-time teaching experience at primary and/or secondary level.

**Remarks**

- (a) The application can be **full-time** or **half-time** secondment.
- (b) Applicants should indicate clearly in the application form their major and minor subjects of teaching in the past 4 school years.

**Enquiries**

Miss CHEUNG Ka-yui, Joanne  
Executive Officer (Quality Education Fund)1  
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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Education Infrastructure Division**  
**Language Education and SCOLAR Section**

**Work of the Section**

Standing Committee on Language Education and Research (SCOLAR) was established in October 1996 to advise the Government on language education issues in general and the use of the Language Fund in particular. With a view to enabling the people of Hong Kong, students and working adults in particular, to become biliterate (Chinese and English) and trilingual (Cantonese, Putonghua and English), SCOLAR has complemented and supplemented the language-related promotional efforts of the Government and its advisory bodies as well as other stakeholders by funding and implementing various initiatives using the Language Fund.

**Main duties of secondees**

- (a) To assist in conducting different stages of small-scale linguistic research, for example, data collection and analysis, and write-up of articles;
- (b) To proofread materials to be published;
- (c) To assist in organising event or activities to further enhance the public's awareness of the importance of biliteracy and trilingualism; and
- (d) To assist in other duties under the purview of the Section as required.

**Normal working locations**

The normal working place is LE&SCOLAR Section at Tseung Kwan O Government Offices. Secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in light of the service needs.

**Entry Requirements**

Applicants should be serving teachers of primary or secondary schools in the aided sector or schools under the Direct Subsidy Scheme. They should have a bachelor's degree/master's degree/doctoral degree majoring in English Language, English Literature, English Language Education or Translation or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2025) of full-time teaching experience in the English Language subject at the primary or secondary level.

**Remarks**

This is a **full-time** secondment position.

**Enquiries**

Miss Tracy KWOK

Executive Officer (Language Education and SCOLAR)SD

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Quality Assurance Division**  
**Life-wide Learning and Mainland Exchange Section 2**

**Work of the Section**

The Life-wide Learning and Mainland Exchange Section 2 is mainly responsible for organising Mainland Exchange Programmes (MEPs) for students in alignment with the school curriculum to enable them to gain first-hand experience of the developments of our country in various aspects, deepen their classroom learning and broaden their horizons.

**Main duties of secondees**

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

**Normal working locations**

The normal working place is the office of Life-wide Learning and Mainland Exchange Section 2 at Wu Chung House in Wanchai. Secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs. Secondees are required to participate in exchange programmes in the Mainland.

**Entry Requirements**

Applicants should be serving teachers of primary or secondary schools (including special schools) in the aided sector or schools under the Direct Subsidy Scheme. They should have a university degree in Chinese Language/Humanities disciplines/Liberal Studies/Science/Technology/General Studies/Social Science, or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than five years (as at 31 August 2025) of full-time teaching experience in relevant subjects. Proficiency in Putonghua is preferred.

**Remarks**

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

**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Quality Assurance Division**  
**Life-wide Learning and Mainland Exchange Section 2**

**Enquiries**

Ms TSANG Suet-man, Charis

Senior Curriculum Development Officer (Life-wide Learning and Mainland Exchange)4

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Mr CHAN Kai-yiu, Eric

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**Language Learning Support Section**

**Work of the Section**

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

**Main duties of secondees**

- (a) To help teachers in primary and/or secondary schools implement the curriculum initiatives in their Chinese/English Language curricula and nurture curriculum leadership through on-site support services and learning communities of teachers;
- (b) To organise professional development activities, including learning communities, for primary and/or secondary school heads, Chinese/English panel heads and teachers;
- (c) To assist in identifying and disseminating good practices in Chinese/English Language learning and teaching and effective resources for reference in primary and/or secondary schools;
- (d) To undertake research and development projects related to Chinese/English Language learning and teaching in primary and/or secondary schools;
- (e) To liaise with school heads/relevant parties of the schools to review their progress in school-based language curriculum development; and
- (f) To assist in conducting professional exchange activities for English teachers from the Mainland and Hong Kong\*.

\* This is applicable to English teachers who will be engaged in the Scheme on Hong Kong Teachers' Exchange Activities to the Mainland. The Scheme aims to establish a professional exchange platform for English teachers in Hong Kong and the Mainland, fostering mutual professional development. The programme includes exchange activities held in both Hong Kong and Guangdong, where participating teachers will visit Mainland schools and engage in professional sharing activities with their Mainland counterparts through both online and face-to-face modes.

**Normal working locations**

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

**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**Language Learning Support Section**

**Entry Requirements**

Applicants should be serving panel heads, assistant panel heads, coordinators of teaching Chinese to non-Chinese speaking students or level coordinators of primary or secondary schools (including special schools) in the aided sector or schools under the Direct Subsidy Scheme. They should have a university degree or equivalent in Chinese/English Language and/or Chinese/English Language Education, a postgraduate diploma/certificate in education or equivalent and no less than six years (as at 31 August 2025) of full-time teaching experience in the Chinese/English subject at primary and/or secondary level(s). A higher degree or equivalent in Chinese/English language and/or Chinese/English Language Education is an advantage.

**Remarks**Working locations, nature of work and time allocation

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

**Enquiries**

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

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

**Work of the Section**

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

For the 2025/26 school year, support services will be provided in three Key Learning Areas (KLAs) viz., Mathematics Education, Science Education, and Personal, Social and Humanities Education (PSHE); in Citizenship and Social Development (CS) and in curriculum initiatives pertaining to two focuses, namely STEAM (Science, Technology, Engineering, the Arts and Mathematics) education, and values education. Particular attention will be paid to the implementation of STEAM education; CS and values education to strengthen students' sense of national identity and national pride.

**Main duties of secondees**

- (a) To assist in providing on-site support to secondary schools to develop school curriculum, to implement curriculum initiatives, to explore and develop effective pedagogical practices;
- (b) To assist in organising activities of learning communities to facilitate sharing and collaboration across schools, with a view to enhancing implementation of curriculum initiatives;
- (c) To develop learning and teaching resources and consolidate experience and knowledge from support services;
- (d) To assist in disseminating good practices of schools through cross-school and territory-wide professional sharing; and
- (e) To participate in the collaboration with Mainland Expert Teachers of the section.

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving teachers of secondary schools (including special schools) in the aided sector or schools under the Direct Subsidy Scheme. They should have (i) a university degree or equivalent; (ii) a postgraduate diploma/ certificate in education or equivalent; and (iii) no less than five years (as at 31 August 2025) of full-time teaching experience in the PSHE KLA, Mathematics Education, Science Education or other STEAM-related KLAs/ subjects, or no less than three years (as at 31 August 2025) of full-time teaching experience in CS. Experience of being the Prefect of Studies/ Head of Curriculum Development in schools would be preferable.

**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

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

**Remarks**

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

**Enquiries**

Mr LAW Hon-fai

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**School-based Curriculum Development (Primary) Section**

**Work of the Section**

The School-based Curriculum Development (Primary) Section (SBCDP) renders on-site professional support services in various Key Learning Areas/subjects including Chinese Language Education, English Language Education, Mathematic Education and Primary Science/Primary Humanities. Support officers visit schools regularly to work closely with teachers in collaborative lesson preparation meetings and provide various kinds of services to facilitate school curriculum development renewal. The Section also leverages learning communities to promote cross-school professional exchange, with a view to enhancing the members' professional capacity and leadership of curriculum leaders.

For the 2025/26 school year, secondees will be assigned to provide support services in Chinese Language Education, English Language Education, Primary Science and/or Primary Humanities, and to implement curriculum initiatives such as national education, values education and STEAM education.

**Main duties of secondees**

- (a) To assist in providing on-site support to primary schools to develop school curriculum to cater for diverse student learning needs, to implement curriculum initiatives such as national education, values education and STEAM education, and to explore and develop effective pedagogical practices;
- (b) To assist in organising professional development activities to facilitate the implementation of curriculum initiatives;
- (c) To support the organisation and knowledge management of learning communities;
- (d) To develop learning and teaching resources and consolidate support services experience and knowledge;
- (e) To assist in identifying and disseminating good pedagogical practices at cross-school level and territory-wide level; and
- (f) To participate in diverse Mainland exchange activities, such as engaging in professional sharing activities with the Mainland teachers, with potential visits to schools in the Mainland.

**Normal working locations**

The normal workplace is at the office of School-based Curriculum Development (Primary) Section in Shatin Government Offices. Secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs.

**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**School-based Curriculum Development (Primary) Section**

**Entry Requirements**

Applicants should be serving teachers of primary schools (including special schools) in the aided sector or under the Direct Subsidy Scheme. They should have (i) a bachelor's degree in Chinese Language Education/English Language Education/Science/Social Science, or equivalent; (ii) a postgraduate diploma/certificate in education, or equivalent; and (iii) no less than five years (as at 31 August 2025) of full-time teaching experience in the Chinese Language/English Language/General Studies subject(s) at primary level(s). They should have (iv) a good understanding on the local education systems and recent curriculum initiatives in both local and international context. Preference will be given to candidates who have proficiency in Putonghua or experience in Chinese Language/English Language Education/Primary Science/Primary Humanities/General Studies curriculum development.

**Remarks**

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

**Enquiries**

Dr LAM Yuen-mai

Senior Curriculum Development Officer (School-based Curriculum Development (Primary))1

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**School-based Professional Support Section**

**Work of the Section**

The School-based Professional Support Section is mainly responsible for coordinating four school-based support services (SBSS), including Mainland-Hong Kong Teachers Exchange and Collaboration Programme (MHKTECP), the Scheme on Hong Kong Teachers' Exchange Activities to the Mainland (HKTEAM), Quality Education Fund Thematic Networks – Designated Themes and the Quality Education Fund Thematic Networks, as well as promoting good practices and experiences collected from the SBSS to enhance schools' capacity in implementing various education initiatives.

**Main duties of secondees**

- (a) To promote various education initiatives in the participating schools through their frontline experience in curriculum planning and teaching, thus enhancing the effectiveness of SBSS;
- (b) To facilitate the participating schools to establish learning communities/professional networks within and between schools to promote sharing and collaboration;
- (c) To assist in organising and conducting school-based/districted-based/territory-wide teacher professional development activities; and
- (d) To assist in organising and participating in the MHKTECP and HKTEAM.

**Normal working locations**

The secondees generally work at the School-based Professional Support Section office in Landmark North in Sheung Shui, and may need to work at other locations as arranged by the supervisors based on operational needs. If the secondees are English Language teachers, they may also need to travel to the Mainland to assist in the organisation of and participate in the HKTEAM.

**Entry Requirements**

Applicants should be serving teachers of primary or secondary schools (including special schools) in the aided sectors or under the Direct Subsidy Scheme, and experienced in curriculum development and teacher training. They should have a university degree or equivalent, a postgraduate diploma/certificate in education or equivalent and no less than six years (as at 31 August 2025) of full-time teaching experience. Priority will be given to English Language and Chinese Language teachers with experiences as panel heads, whole-school curriculum planning, or supporting the learning and teaching of non-Chinese speaking students.

**Remarks**

- (a) This is a full-time secondment position.
- (b) Applicants should indicate their main and secondary subjects taught in the past three years in the application form, which will serve as reference for arranging their professional support duties;
- (c) Secondees will be deployed to work in different locations to support, monitor and review the work of SBSS's service providers; and
- (d) Secondees taking part in the HKTEAM may need to travel to the Mainland for school exchange activities, including collaborative lesson planning, classroom observations, and experience sharing.

**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**School-based Professional Support Section**

**Enquiries**

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**Technology Education Section**  
**STEM Education Centre**

**Work of the Section**

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

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

- Maker Space equipped with more advanced equipment
- Professional Development Programmes for teachers
- Student learning activities such as competitions
- Advice to schools on the implementation of STEAM education

**Main duties of secondees**

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

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving GMs (or above) of secondary schools (including special schools) in the aided sector or schools under the Direct Subsidy Scheme. They should have a university degree in Technology/STEAM-related disciplines and a postgraduate diploma/certificate in education, or equivalent; and no less than four years (as at 31 August 2025) of full-time teaching experience in STEAM-related subjects at the secondary level. Priority will be given to candidates who have full-time teaching experience in Design and Technology related subjects at the secondary level.

**Remarks**

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

**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**Technology Education Section**  
**STEM Education Centre**

**Enquiries**

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**Technology Education Section**  
**Artificial Intelligence**

**Work of the Section**

The Technology Education (TE) Section of the Curriculum Support Division aims at giving support to schools in the implementation of curriculum policies and innovations related to TE Key Learning Area (KLA) including Artificial Intelligence (AI) in Secondary schools.

**Main duties of secondees**

Seconded teachers may be deployed to assist in or undertake the following curriculum development and support duties in relation to promoting AI at secondary level:

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

**Normal working locations**

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

**Entry Requirements**

Candidates should be serving teachers of secondary schools in the aided sector or schools under the Direct Subsidy Scheme. They should have no less than four years (as at 31 August 2025) of full-time teaching experience in ICT or relevant subjects with implementation of AI in school. Preference may be given to candidates who possess good experience in teaching AI.

**Enquiries**

Mr LUI Kam-ming, Michael

Senior Curriculum Development Officer (Technology Education)<sup>3</sup>

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**Technology Education Section**  
**Primary Science or Mathematics**

**Work of the Section**

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

**Main duties of secondees**

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

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

**Normal working locations**

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

**Entry Requirements**

Candidates should be serving teachers of primary schools in the aided sector or schools under the Direct Subsidy Scheme. They should have no less than four years (as at 31 August 2025) of full-time teaching experience in General Studies or Mathematics or Computer/IT lesson with implementation of CT-CE in school. Preference may be given to candidates who possess good experience in teaching coding education or applying coding education in General Studies or Mathematics.

**Remarks**

The secondment is on a half-time basis. Successful candidate will be recruited as a 0.5 seconded teacher.

**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**Technology Education Section**  
**Primary Science or Mathematics**

**Enquiries**

Ms CHAN Ka-man, May

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**Science Education Section**

**Work of the Section**

The Science Education Section is responsible for giving advice on related curriculum development matters and developing learning and teaching resources to give support to schools and teachers in the implementation of curriculum policies and initiatives.

**Main duties of secondees**

- (a) To design, try out and compile different learning, teaching and assessment activities and materials related to Science (P1 - 6) curriculum, Science (S1-3) curriculum as well as the transition between the primary and junior secondary levels; and
- (b) To develop a learning network which comprises Primary Science teachers and/or Secondary Science teachers for facilitating knowledge and experience sharing related to science education.

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving APSMs/PSMs/SPSMs of primary schools or GMs/SGMs of secondary schools in the aided sector or under the Direct Subsidy Scheme. They should have a Bachelor's degree/Master degree/Doctoral degree majoring in biology / chemistry / physics / engineering or equivalent, and a postgraduate diploma/certificate in education or equivalent and no less than three years (as at 31 August 2025) of full-time teaching experience in the General Studies/science-related subject(s) at primary level or science subjects(s) at secondary level.

**Remarks**

The application is for **full-time** secondment.

**Enquiries**

Mr LO Kam-hung, Leo  
Senior Curriculum Development Officer (Science)6  
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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**Mathematics Education Section**

**Work of the Section**

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

**Main duties of secondees**

- (a) To develop, compile and try out learning and teaching (L&T) resources and new L&T strategies to support the implementation of the primary/secondary Mathematics curriculum, and the promotion of mathematical modelling, STEAM education and data literacy;
- (b) To assist in organising and conducting teachers' professional development programmes in Mathematics and STEAM education;
- (c) To provide professional services, professional inputs and supports related to Mathematics education, such as participating/assisting in committees and task groups;
- (d) To assist in organising and conducting student activities related to primary/secondary Mathematics education, including Mathematical Modelling activities, etc.;
- (e) To develop a learning network with Mathematics teachers from different schools, as well as to share experiences and good practices in curriculum development with frontline teachers; and
- (f) To promote new initiatives in learning, teaching and assessment in Mathematics and STEAM education.

**Normal working locations**

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

**Entry Requirements**

Applicants should be serving as either (1) **CM/AM/APSM/PSM of primary schools** in the aided sector or under the Direct Subsidy Scheme, or (2) **GMs (or above ranks) of secondary schools** in the aided sector or schools under the Direct Subsidy Scheme. **Applicants from primary schools** should have a relevant university degree majoring in Mathematics/Mathematics Education, a related university degree plus a certificate/diploma in education majoring in Mathematics or a Teacher Certificate, or equivalent. **Applicants from secondary schools** should have a relevant university degree majoring in Mathematics/Mathematics Education. All applicants should have no less than three years (as at 31 August 2025) of full-time teaching experience in Mathematics at the primary/secondary level respectively.

**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**Mathematics Education Section**

**Remarks**

- (a) The application is for **full-time** secondment.
- (b) Candidates with experiences in development of L&T materials for Mathematics education and/or organising learning activities of STEAM education are preferred.

**Enquiries**

**(for primary schools)**

Mr TSANG Yu-man

Curriculum Development Officer (Mathematics Education)2

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**(for secondary schools)**

Ms LAU Suk-ching

Senior Curriculum Development Officer (Mathematics Education)1

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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

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

**Work of the Section**

The Systems and Information Management Section is responsible for the support, development and administration of the information management systems, one of which is the system named “CloudSAMS”. The secondees will be deployed to promote the use of CloudSAMS among all the publicly-funded schools, support and train schools’ staff on using CloudSAMS, and to coordinate the CloudSAMS enhancement projects.

**Main duties of secondees**

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

**Normal working locations**

The normal working place is at Estate Primary School No.1, Mei Lam Estate, Sha Tin, N.T. (about ten-minute walk from Exit A of Tai Wai MTR Station). Occasionally, secondees may also be required to work in other locations, such as schools or education services centres, to be determined by the supervisor in the light of service needs.

**Entry Requirements**

Applicants should be serving teachers of primary or secondary schools (including special schools) in the aided sector or schools under the Direct Subsidy Scheme. They should have adequate knowledge of the functioning of CloudSAMS and preferably no less than two years (as at 31 August 2025) of experience as a CloudSAMS administrator or equivalent.

**Enquiries**

Ms TAM Yee-han, Tammy  
Education Officer (Systems and Information Management) 6  
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**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**Information Technology (IT) in Education Section**  
**Digital Education Centre of Excellence Scheme**

**Work of the Section**

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

The Section invites schools to participate in the “**Digital Education Centre of Excellence (CoE) Scheme**” to provide professional development programmes (PDPs) and on-site support services to schools in Hong Kong. “CoE Schools” are tasked to build learning communities for scaling up good practices, consolidate new experiences, as well as enhance teachers’ repertoire and ability to use e-learning tools and resources, aiming at equipping students with the necessary knowledge to face challenges in the digital era.

Each CoE School comprises **one to two half-time secondees** in the 2025/26 school year. In this connection, schools participating in the Scheme have to **provide one to two serving teachers** as secondees.

**Main duties of secondees**

- (a) To develop innovative pedagogy and e-resources in collaboration with members of the focus groups assigned to promote the use of digital technology in learning and teaching;
- (b) To use their school as a hub for school networking and a test bed of innovative pedagogy and mobilise teachers in their school to collaborate and test innovative pedagogy in class;
- (c) To line up schools to form district-based / territory-wide professional learning communities / communities of practice and share good digital education experiences in regular basis;
- (d) To conduct school visits and offer support services to other schools on pedagogical, technological and managerial issues related to the implementation of digital education, including effective use of innovative technologies in learning, teaching and assessment in various Key Learning Areas (KLAs) and STEAM education;
- (e) To plan and organise PDPs to share and disseminate good digital education experiences gained through experiments in their school;
- (f) To promote digital/information literacy and provide support to schools on parent education in e-learning and e-safety; and
- (g) To keep the Section informed of the latest practices and issues related to digital education in schools from a frontline practitioner’s perspective and help convey messages of the Bureau’s policy and action on issues relevant to digital education to stakeholders, including school heads, students and parents.

**Normal working locations**

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



**Education Bureau**  
**Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division**  
**Information Technology (IT) in Education Section**  
**Digital Education Centre of Excellence Scheme**

**Entry requirements**

Nominated applicants should be serving teachers or heads (up to Headmaster II / Principal II level) of primary or secondary schools (including special schools) in the government, aided sector or schools under the Direct Subsidy Scheme. They should have no less than three years (as at 31 August 2025) of full-time teaching experience in using digital technology for learning and teaching at primary or secondary level. We will consider applications from nominees who have joined any interflow schemes in the past in view of the nature of the CoE Scheme.

**Remarks**

- (a) The secondment is on a **half-time** basis.
- (b) The CoE Scheme is school-based in nature. Thus, applications have to be submitted by school heads instead of individual teachers.
- (c) **Applications nominating two teachers will receive higher priority.**
- (d) In addition to the application form, schools should submit **a proposal of no more than ten pages** containing the following information for the Bureau' reference and consideration:
  - background information about the school;
  - three major strengths in promotion of e-learning, which are in line with the Bureau's policy on digital education;
  - whole-school planning on e-learning implementation, including curriculum planning, capacity building and use of innovative technologies in various KLAs and STEAM education, promoting digital/information literacy and parent education in e-learning and e-safety;
  - a brief description of achievements in promoting digital education over the past three years (with track records);
  - a concrete e-learning work plan on providing professional support to schools, building their own school's professional capacity and fostering community of practice in the school sector; and
  - information on additional manpower support (including an overview of the supporting teachers' relevant experiences, expertise and major subjects taught) who can serve as backup to the secondees, if any.
- (e) Nominated teachers' major and minor subjects taught in the past three school years should be clearly indicated, as the information will be highly related to the professional support duties assigned to them.
- (f) As regular meetings are usually conducted on Wednesday afternoons, it is strongly advised that schools participating in the Scheme should make arrangements so that the secondees will be free from teaching or any other school administrative duties every Wednesday afternoon.
- (g) As secondees serve on a half-secondment basis, about half of their teaching workload should be released. To enable secondees to conduct workshops and seminars, visit other schools to provide support services and carry out other relevant activities for the Section, their workload and timetables should be arranged properly (e.g. free of teaching in some AM/PM sessions apart from the Wednesday meetings).

**Education Bureau  
Annual Teacher Secondment Exercise (2025/26 School Year)**

**Curriculum Support Division  
Information Technology (IT) in Education Section  
Digital Education Centre of Excellence Scheme**

- (h) Replacement of secondees is not allowed under any circumstances. However, if a school nominates two teachers and, for reasons considered acceptable by the Bureau, only one of them can subsequently serve as the secondee in the 2025/26 school year, the school's status as a CoE School remains unaffected. If all secondees withdraw from the secondment position, it will be considered as the school's withdrawal from the Scheme.

**Enquiries**

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**Education Bureau**  
**Staff Interflow Schemes 2025**  
**Application Form**

Please read Education Bureau (EDB) Circular Memorandum (CM) No. 16/2025 before filling in this form. The completed application form should be sent by post to the Human Resource Management Unit of EDB on 4/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or by hand to the Education Bureau's drop-in box (Box no.: EDB03 – Staff Interflow Schemes 2025) located at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please specify "Application for Interflow" on the envelope. Application for interflow arrangement to commence in August/September 2025 should reach HRM Unit of EDB or EDB's drop-in-box on or before 3 April 2025.

<b>Personal Particulars</b>			
Name in English : (*Mr/Ms)	_____	(surname)	_____ (other names)
Name in Chinese :	_____	HKID No. (First 4 digits) :	_____
Substantive Rank <sup>(Note1)</sup> :	_____	E-mail <sup>(Note2)</sup> :	_____
Employment Term <sup>(Note3)</sup> :	employed on <b>*permanent/probation/trial/non-civil service contract/temporary contract</b> term		
Residential Address :	_____		
Tel : (Day)	_____	(Evening)	_____
<b>Parent School/Office</b>			
Name of School/Section:	_____		
Office Address :	_____		
Tel :	_____		
Fax :	_____	School Level (if applicable) :	<b>* Primary/Secondary/Special School</b>
<b>Academic and Teacher Qualifications</b>			
Qualification Obtained	Major/Minor/ Elective Subjects	Name of School/Institute	Year of Award
<b>Experience</b>			
<b>Experience in Education Profession</b>			
Name of School/Section	Post	Period of Service (mm/yy – mm/yy)	Major Duties (for teaching jobs, please specify the subjects and levels taught)
<b>Experience of Interflow to EDB or former Education and Manpower Bureau/Education Department(if any)</b>			
Name of School/Section	Post	Period of Service (mm/yy – mm/yy)	Major Duties (for teaching jobs, please specify the subjects and levels taught)
<b>Brief Descriptions (with duration) of Other Related Experience (e.g. subject panel, committee i/c, curriculum design and development, research, IT projects, SAMS administration, student discipline work, etc.)</b>			
Position Held	Period of Service (mm/yy – mm/yy)		
<b>Knowledge of Computer Software Packages/Programmes</b>			

\* Please delete where inapplicable

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

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

Note 3 : Please read paragraph 4 of EDBCM No. 16/2025.

**Choice of Interflow Arrangements (Please insert “✓” in the appropriate box(es))**

**Annual Teacher Secondment Exercise – for school heads and teachers from aided or DSS schools**

- specified in **Appendix A(1) to A(27)**.

**Annual Teacher Secondment Exercise – for school heads and teachers from government, aided or DSS schools**

- under the Digital Education Centre of Excellence Scheme specified in **Appendix A(28)**.

*Note: Applicant can only choose one from the above.*

**Scheme of Voluntary Postings to Schools – for EDB non-teaching departmental grade officers at basic rank**

- I wish to be considered for teaching duties in a government/aided school. Duly completed Annex 2 to this Appendix is attached. I am qualified to teach the following subjects and levels:

Order of preference	Subject(s)	Level	Type of school preferred
1.			* Government/Aided
			* Government/Aided

**Cross-grade Posting Scheme – for EDB departmental grade (either teaching or non-teaching) officers**

- I wish to be considered for cross-grade posting to take up teaching duties. I am qualified to teach the following subjects and levels:

**[With effect from 2004/05 school year, non-teaching departmental grade officers who wish to take up postings as school heads should obtain the Certificate of Principalship as required under the Continuing Professional Development for teaching staff. ]**

Order of preference	Subject(s)	Level
1.		

- I wish to be considered for cross-grade posting to the following non-teaching positions outside my own grade :

Order of preference	Nature of work preferred	Division/Section
1.		

**Additional Information**

Please provide any other relevant information that you think will be useful to your application. For example, you may elaborate why you think you are suitable for interflow, and in what ways and how you will contribute to improve overall education service and student learning through the interflow opportunity.

I wish to be considered for posting to areas other than those preference(s) indicated above under other interflow arrangements as deemed appropriate by EDB. \* YES/NO

**Declaration by Applicant (Please insert “✓” in the appropriate box(es))**

I accept the terms and conditions of interflow as set out in EDBCM No. 16/2025. I understand that it is my responsibility to provide accurate information required in this form and to report to EDB immediately any subsequent changes to the information provided in this form that may affect my eligibility or suitability for interflow. I also:

- have stayed in my current post for at least two years before the date of commencement of interflow.
- on completion of interflow, will have more than three years to serve before reaching the age of normal retirement.
- have not joined any interflow schemes for the past five years.

**Signature of Applicant:**

\_\_\_\_\_  
(Name : \_\_\_\_\_ ) Rank : \_\_\_\_\_  
Date : \_\_\_\_\_

\* Please delete where inapplicable

**Remarks**

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

**Education Bureau**  
**Staff Interflow Schemes 2025**  
**Annual Teacher Secondment Exercise (2025/26 school year)**

**Choice of Secondment Position Specified in A(1) to A(27)**

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

Division/Office/Section	Eligible ranks	Qualification and experience required/preferred <i>(See Note)</i>	Choice of Preference <i>(Please fill in 1 – 3)</i>
A(1) SDD – Life Planning Education Section	GMs/SGMs of secondary schools	No less than five years (as at 31 August 2025) of full-time teaching experience and three years of experience in life planning education and career guidance work in secondary schools. Priority will be given to applicants with professional training in life planning education and career guidance such as the Certificate Course on Career Guidance and Life Planning for Secondary School Teachers.	
A(2) SED – Guidance and Discipline Section	Teachers of primary or secondary schools	No less than 5 years (as at 31 August 2025) of teaching experience preferably with professional training in guidance/discipline/counselling and at least 3 years of experience in school guidance/discipline work.	
A(3) CDI - Citizenship and Social Development Section	Teachers of secondary schools	Bachelor's degree (or equivalent), a post-graduate diploma/certificate in Education (or equivalent) and no less than 3 years (as at 31 August 2025) of full-time teaching experience in the subject of Citizenship and Social Development.	
A(4) CDI - English Language Education Section	Teachers of primary or secondary schools	Bachelor's degree/master's degree/doctoral degree majoring in English Language, English Studies, English Literature, English Language Education or Translation or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2025) of full-time teaching experience in the English Language subject at the primary or secondary level.	
A(5) CDI – Kindergarten and Primary Section	Teachers of primary schools	No less than three years (as at 31 August 2025) of full-time teaching experience in General Studies. Priority will be given to applicants with experience in piloting Primary Humanities.	
A(6) CDI – Moral, Civic and National Education Section Section 1	Teachers of primary or secondary schools	No less than three years (as at 31 August 2025) of full-time teaching experience in values education.	
A(7) CDI – Moral, Civic and National Education Section Section 2	Teachers of primary or secondary schools	No less than three years (as at 31 August 2025) of full-time teaching experience in national education.	
A(8) CDI – Moral, Civic and National Education Section Section 3	Teachers of primary or secondary schools	No less than three years (as at 31 August 2025) of full-time teaching experience in national education and/or national security education.	
A(9) CDI – Native-speaking English Teacher Section	English teachers of secondary schools	Bachelor's degree in English Language or equivalent, a post-graduate diploma / certificate in education (or equivalent), and no less than three years (as of 31 August 2025) of full-time teaching experience in the English Language subject at the secondary level.	
A(10) CDI – Personal, Social and Humanities Education Section Chinese History	GMs/SGMs of secondary schools	Bachelor's degree/ Master degree/ Doctoral degree majoring in Chinese History/ History or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2025) of full-time teaching experience in the Chinese History/ History subject at secondary levels.	
A(11) CDI – Personal, Social and Humanities Education Section History	GMs/SGMs of secondary schools	Bachelor's degree/ Master degree/ Doctoral degree majoring in History or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2025) of full-time teaching experience in History at secondary level(s).	
A(12) CDI – Physical Education Section	Teachers of primary schools	Bachelor's degree / Master degree / Doctoral degree majoring in PE / Sports-related subject or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2025) of full-time teaching experience in the PE.	
A(13) EID – Assessment and Hong Kong Examinations and Assessment Authority (A&HKEAA) Section	Teachers of primary or secondary schools	Bachelor's degree majoring in Chinese Language / English Language / Mathematics / or a Bachelor of Education degree majoring in Chinese Language / English Language / Mathematics, or equivalent, a certificate in education from a Hong Kong tertiary educational institution, or equivalent, at least five years (as at 31 August 2025) of full-time teaching experience in the subject of Chinese Language / English Language / Mathematics at primary and/or secondary level(s), solid grasp of strategies to implement the Chinese Language / English Language / Mathematics Education Curriculum of Hong Kong and experience in developing school-based Chinese Language / English Language / Mathematics curriculum, learning resources and assessment tasks and items at primary and/or secondary level(s).	
A(14) EID – Quality Education Fund Secretariat Team 1	Teachers of primary or secondary schools	No less than 4 years (as at 31 August 2025) of full-time teaching experience at primary and/or secondary level.	
A(15) EID – Quality Education Fund Secretariat Team 2	Teachers of primary or secondary schools	No less than 4 years (as at 31 August 2025) of full-time teaching experience at primary and/or secondary level.	
A(16) EID – Language Education and SCOLAR Section	Teachers of primary or secondary schools	Bachelor's degree/master's degree/doctoral degree majoring in English Language, English Literature, English Language Education or Translation or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2025) of full-time teaching experience in the English Language subject at the primary or secondary level.	
A(17) QAD – Life-wide Learning and Mainland Exchange Section 2	Teachers of primary or secondary schools	University degree in Chinese Language/Humanities disciplines/Liberal Studies/Science/Technology/ General Studies/Social Science or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than 5 years (as at 31 August 2025) of full-time teaching experience in relevant subjects. Proficiency in Putonghua is preferred.	
A(18) CSD – Language Learning Support Section	Panel heads/Assistant Panel heads/Coordinators of teaching Chinese to non-Chinese speaking students or level coordinators of primary or secondary schools	University degree or equivalent in Chinese/English Language and/or Chinese/English Language Education, a postgraduate diploma/certificate in education or equivalent and no less than six years (as at 31 August 2025) of full-time teaching experience in the English/Chinese subject at primary and/or secondary level(s). A higher degree or equivalent in Chinese/English language and/or Chinese/English Language Education is an advantage.	

**Education Bureau**  
**Staff Interflow Schemes 2025**  
**Annual Teacher Secondment Exercise (2025/26 school year)**

**Choice of Secondment Position Specified in A(1) to A(27)**

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

Division/Office/Section	Eligible ranks	Qualification and experience required/preferred <i>(See Note)</i>	Choice of Preference <i>(Please fill in 1 – 3)</i>
A(19) CSD – School-based Curriculum Development (Secondary) Section	Teachers of secondary schools	University degree or equivalent, a postgraduate diploma/ certificate in education or equivalent, and no less than five years (as at 31 August 2025) of full-time teaching experience in the PSHE KLA, Mathematics Education, Science Education or other STEAM-related KLAs/ subjects, or no less than three years (as at 31 August 2025) of full-time teaching experience in CS. Experience of being the Prefect of Studies/ Head of Curriculum Development in schools would be preferable.	
A(20) CSD – School-based Curriculum Development (Primary) Section	Teachers of primary schools	Bachelor's degree in Chinese Language Education/English Language Education/Science/Social Science, or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than five years (as at 31 August 2025) of full-time teaching experience in the Chinese Language/English Language/General Studies subject(s) at primary level(s). They should have a good understanding on the local education systems and recent curriculum reforms in both local and international settings. Preference will be given to candidates who have proficiency in Putonghua or experience in Chinese Language/English Language Education/Primary Science/Primary Humanities/ General Studies curriculum development.	
A(21) CSD – School-based Professional Support Section	Teachers of primary or secondary schools	University degree or equivalent, a postgraduate diploma/certificate in education or equivalent and no less than six years (as at 31 August 2025) of full-time teaching experience. Priority will be given to English Language and Chinese Language teachers with experiences as panel heads, whole-school curriculum planning, or supporting the learning and teaching of non-Chinese speaking students.	
A(22) CSD – Technology Education Section STEM Education Centre	Teachers of secondary schools	University degree in Technology/STEAM-related disciplines, a postgraduate diploma/certificate in education or equivalent, and no less than four years (as at 31 August 2025) of full-time teaching experience in STEAM-related subjects at the secondary level. Priority will be given to candidates who have full-time teaching experience in Design and Technology related subjects at the secondary level.	
A(23) CSD – Technology Education Section Artificial Intelligence	Teachers of secondary schools	No less than four years (as at 31 August 2025) of full-time teaching experience in ICT or relevant subjects with implementation of AI in school. Preference may be given to candidates who possess good experience in teaching AI.	
A(24) CSD – Technology Education Section Primary Science or Mathematics	Teachers of primary schools	No less than four years (as at 31 August 2025) of full-time teaching experience in General Studies or Mathematics or Computer/IT lesson with implementation of Computational Thinking-Coding Education in school. Preference may be given to candidates who possess good experience in teaching coding education or applying coding education in General Studies or Mathematics.	
A(25) CSD – Science Education Section	Teachers of primary or secondary schools	Bachelor's degree/Master degree/Doctoral degree majoring in biology/chemistry/physics/engineering or equivalent, a postgraduate diploma/certificate in education or equivalent and no less than three years (as at 31 August 2025) of full-time teaching experience in the General Studies/science-related subject(s) at primary level or science subjects(s) at secondary level.	
A(26) CSD – Mathematics Education Section	Teachers of primary or secondary schools	Relevant university degree majoring in Mathematics/Mathematics Education, a related university degree plus a certificate/diploma in education majoring in Mathematics, a Teacher Certificate, or equivalent, and no less than three years (as at 31 August 2025) of full-time teaching experience in Mathematics at the primary/secondary level respectively.	
A(27) ITMD – Systems & Information Management Section	Teachers of primary or secondary schools	Adequate knowledge of the functioning of CloudSAMS and preferably no less than two years (as at 31 August 2025) of experience as a CloudSAMS administrator or equivalent.	

**Note** The requirements summarised in this table are for quick reference only. Please refer to Appendices A(1) to A(27) of EDBCM No. 16/2025 for the detailed eligibility criteria for the secondment positions.

**Signature of Applicant:**


\_\_\_\_\_  
 (Name : \_\_\_\_\_ )

Rank : \_\_\_\_\_  
 Date : \_\_\_\_\_

Education Bureau  
Staff Interflow Schemes 2025

Recommendation by Head of Division/School

Completion of this Annex is required for applications for teacher secondment commencing August/September 2025. This form should be completed by the school head (for applications from school teachers) or the applicant's supervisor (for applications from school heads).

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

\* Please delete where inapplicable

Education Bureau  
Staff Interflow Schemes 2025

School Application Form  
(To be completed by School Heads)

Please read Education Bureau (EDB) Circular Memorandum (CM) No. 16/2025 before filling in this form. The completed application form should be sent by post to the Human Resource Management Unit of EDB on 4/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or by hand to the Education Bureau's drop-in box (Box no.: EDB03 – Staff Interflow Schemes 2025) located at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please specify "Application for Interflow" on the envelope. Application for interflow arrangement to commence in August/September 2025 should reach HRM Unit of EDB or EDB's drop-in-box on or before 3 April 2025.

Participation in Digital Education Centre of Excellence Scheme

My school wishes to participate in the Digital Education Centre of Excellence Scheme in the 2025/26 school year. The following are the particulars of my school:

Part I: School Information

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

Part II: Proposal Details

Please submit a proposal of no more than ten pages containing the following information:

- background information about the school;
- three major strengths in promotion of e-learning which are in line with the EDB's policy on digital education;
- whole-school planning on e-learning implementation, including curriculum planning, capacity building and use of innovative technologies in various KLAS and STEAM education;
- a school plan in promoting digital/information literacy, and parent education in e-learning and e-safety;
- a brief description of achievements in promoting digital education over the past three years (with track records);
- a concrete e-learning work plan on providing professional support to schools, building your own school's professional capacity and fostering community of practice in the school sector; and
- information on additional manpower support (including an overview of the supporting teachers' relevant experiences, expertise and major subjects taught) who can serve as backup to the nominated teachers, if any.

Part III: Details of Teachers Nominated for Secondment to EDB

My school wishes to nominate the following **\*one / two** teacher(s) to be the part-time seconded teachers to the IT in Education Section in the 2025/26 school year:

No.	Name of Teacher <sup>Note</sup>	Rank	HKID(First 4 digits)
1.	*Mr/Ms		
2.	*Mr/Ms		

Note : Each nominated teacher should also submit a completed Appendix B with Annex 2 to show their experiences and qualifications.

Signature of School Head: \_\_\_\_\_

Name of School Head \_\_\_\_\_  
(in BLOCK letters)

Date: \_\_\_\_\_

\*Please delete where inapplicable



**Education Bureau  
Staff Interflow Schemes 2025**

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

**1. Period of Secondment**

- 1.1 Unless otherwise specified, secondment to the Education Bureau (EDB) is for the period from 1 September 2025 to 31 August 2026. The Permanent Secretary for Education may vary the period of secondment in consultation with the employer of the secondee.

**2. General**

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

**3. Working Hours**

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

**4. Remuneration**

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

## **5. Employee's Compensation**

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

## **6. Vacation Leave and Holiday Arrangements**

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

## **7. Duties**

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

## **8. Performance Appraisal**

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

## **9. Conduct**

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

**10. Disciplinary Sanctions**

- 10.1 The secondee will be liable to disciplinary sanction (which includes written or verbal warning, etc.) if he neglects or wilfully refuses to perform his duties or in any manner misconducts himself or is convicted of a criminal offence.
- 10.2 Upon evidence that the secondee has neglected or wilfully refused to perform his duties or has misconducted himself in any manner or has been convicted of a criminal offence, he will be subject to such disciplinary sanction as is deemed appropriate. EDB may also disclose to the secondee's employing organisation established misconducts or criminal convictions in respect of the secondee during or after the secondment period.

**11. Changes in Terms and Conditions of Service**

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

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**Education Bureau  
Staff Interflow Schemes 2025**

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

**1. Period of Secondment**

- 1.1 Unless otherwise specified, the interflow arranged by the Education Bureau (EDB) is for the period from 1 September 2025 to 31 August 2026.

**2. General**

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

**3. Working Hours**

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

**4. Remuneration**

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

**5. Employee's Compensation**

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

**6. Vacation Leave and Holiday Arrangements**

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

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

**7. Performance Appraisal**

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

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

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**Education Bureau**  
**Staff Interflow Schemes 2025**

<b>Interflow Scheme Features</b>	<b>Annual Teacher Secondment Exercise</b>	<b>Scheme of Voluntary Postings to Schools</b>	<b>Cross-grade Posting Scheme</b>
<b>Eligible officers / teachers / schools</b>	<p>For secondment positions at A(1) to A(27)</p> <ul style="list-style-type: none"> <li>- Serving teachers from schools in the aided sector and under the Direct Subsidy Scheme</li> </ul> <p>For Digital Education Centre of Excellence Scheme at A(28)</p> <ul style="list-style-type: none"> <li>- All schools in the government and aided sectors and those under the Direct Subsidy Scheme.</li> </ul>	<p>EDB departmental grade (non-teaching) officers at basic rank, namely AI(G), AI(NG), AEO(A) and EA.</p>	<p>EDB departmental grade officers (either teaching or non-teaching).</p>
<b>Secondment positions</b>	<p>At Appendix A.</p>	<p>No secondment position is available and secondment is subject to availability of vacancies of the right subjects and levels in schools.</p>	<p>No secondment position is available and secondment is subject to successful matching of posts amongst applicants.</p>
<b>Application form to be used</b>	<p>(i) Secondment positions at A(1) to A(27)</p> <ul style="list-style-type: none"> <li>- Appendix B with Annexes 1 and 2.</li> </ul> <p>(ii) For Digital Education Centre of Excellence Scheme at A(28)</p> <ul style="list-style-type: none"> <li>- Appendix B with Annex 2; and</li> <li>- Appendix C.</li> </ul>	<p>Appendix B with Annex 2 only.</p>	<p>Appendix B without annex.</p>
<b>Matching arrangement</b>	<p>Interview is required as part of the selection process.</p>	<p>Matching to be conducted centrally by EDB; interview may be required.</p>	<p>Matching to be conducted centrally by EDB; interview may be required.</p>
<b>Validity period of application</b>	<p>Applications valid for the current exercise only.</p>	<p>Applications valid for two years from the date of application.</p>	<p>Applications valid for two years from the date of application.</p>
<b>Closing date of application</b>	<p>3 April 2025</p>	<p>Open all year round. 3 April 2025 is the closing date for applications intended for postings to schools to commence in August/ September 2025.</p>	<p>Open all year round. 3 April 2025 is the closing date for applications intended for postings to schools or postings involving teaching grades officers to commence in August/ September 2025.</p>