

Education Bureau Circular Memorandum No. 41/2018

From: Permanent Secretary for Education To: Supervisors / Heads of aided primary schools (excluding special schools)
Ref. EDB(TSS) P/8/78 Pt XXVI
Date: 29 March 2018

Arrangements for Redundant Teachers of Aided Primary Schools in the 2018/19 School Year

SUMMARY

This is to inform aided primary schools, excluding special schools, for the arrangements of redundant teachers. Schools are requested to bring this circular memorandum to the attention of their teachers.

BACKGROUND

2. The Education Bureau (EDB) appeals to schools to continue adopting the relief measures set out in this circular memorandum to resolve the probable problem of redundant teachers (including Student Guidance Teachers (SGTs)) in some primary schools in the 2018/19 school year. Schools should also refer to the relevant sections in the Education Ordinance, Code of Aid and School Administration Guide for reference and compliance.

DETAILS

Minimising the Number of Redundant Teachers

Redeploying Redundant Teachers Within School

3. In assessing the redundant teacher situations, schools should make reference to the letter on Class Organisation and Staff Establishment for the 2018/19 school year issued by the EDB in March 2018. Schools should absorb redundant teachers by appointing them to fill all teaching vacancies arising from teacher wastage (i.e. retirement and resignation of serving teachers, etc.), operation of additional classes or other causes (e.g. additional teaching posts generated by the new initiatives), if any, within the school in the first instance. Schools are also encouraged to adopt where appropriate the following measures to minimise the number of redundant teachers:

(a) *Appointing Redundant Teachers to Fill Temporary Posts*

- ✧ Schools should appoint their own redundant teachers to fill newly arising temporary teaching vacancies of one-year duration or more. Should schools be provided with additional teaching posts under government funding, priority consideration should be given to their own redundant teachers in filling these posts.
- ✧ Schools are encouraged to make use of resources available, e.g. Capacity Enhancement Grant, Learning Support Grant for Primary Schools, etc. to run special programmes with additional manpower to facilitate curriculum reforms and to support integrated education.
- ✧ Schools are also encouraged to use surplus funds in the Operating Expenses Block Grant (OEBG)/Expanded Operating Expenses Block Grant (EOEBG) or savings in school funds to create extra teaching posts to further enhance student learning according to their school needs.
- ✧ Schools may employ their redundant teachers to fill vacancies thus arising from the above measures. For monitoring the progress in the absorption of redundant teachers, schools should inform their respective School Development Officers accordingly of the adoption of these measures in resolving the redundant teacher problem.

(b) *Job-sharing*

- ✧ Under the principle of voluntary participation by teachers and not causing adverse impact on students' learning, schools are encouraged to draw up a job-sharing plan prior to identifying the redundant teacher(s). Schools can decide on the mode of job-sharing in consultation with the teachers concerned.
- ✧ Sharing of vacant post(s) is also encouraged. The Guidelines on the Handling of Job-sharing in Aided Schools are on the EDB homepage (<http://www.edb.gov.hk> > *School Administration and Management* > *Administration* > *About School Staff* > *Appointment Matters* > [Job Sharing](#)).

(c) *Teachers Taking No-pay Leave*

- ✧ With due regard to the justifications provided by teachers for application for no-pay leave, School Management Committees (SMCs)/Incorporated

Management Committees (IMCs) of aided schools may consider granting no-pay leave of one year or more to teachers in accordance with the principles laid down in the EDB Circular No. 1/2006 on “Granting of Leave in Aided Schools” and the Guidelines for Granting of Leave on the EDB homepage (<http://www.edb.gov.hk> > *School Administration and Management* > *Administration* > *About School Staff* > [Guidelines for Granting of Leave](#)). IMCs should also make reference to Appendix H of the Supplement to School Administration Guide for action. SMCs schools are required to seek EDB’s prior approval for granting no-pay leave to teachers.

- ✧ If a regular teacher resigns subsequently, schools should fill the vacant post thus arising according to the agreed priority of redundant teachers including the redundant teacher(s) absorbed through no-pay leave. For details, please see paragraph 6 of this circular memorandum.

Redeploying Redundant Teachers by School Sponsoring Bodies

4. School Sponsoring Bodies (SSBs) operating more than one school should arrange in the first instance to redeploy their own redundant teachers to fill the available vacancies in schools under their sponsorship, including the teaching posts outside the approved staff establishment. Should vacancies still exist after internal deployment, schools are encouraged to fill these vacancies with redundant teachers from other schools. Other things being the same, a teacher with teacher training (i.e. a registered teacher) should be given the priority consideration. However, if the redundant teachers out-number the vacancies, SSBs should put in place a set of criteria to redeploy the redundant teachers to fill all available vacancies in their schools. Given that the redeployment may take some time to complete, SSBs are advised to conduct the first batch of redeployment immediately after the notification of the proposed class organisation and staff establishment for the 2018/19 school year in March this year and to make good use of every opportunity for redeployment of the remaining redundant teachers. SSBs’ prompt action in redeployment is of great importance in resolving the redundant teacher problem and in facilitating the employment of the remaining redundant teachers in other schools. The administrative arrangements for redeployment of redundant teachers, including all senior teachers, are at Appendix I.

5. As for the SGTs, SSBs operating more than one school should arrange to redeploy these redundant teachers, if any, to fill available vacancies arising from retirement and resignation of the SGTs. If such vacancies are not available, the SSBs concerned should redeploy these redundant teachers to the schools allocated

with the Student Guidance Service (SGS) Grant. In this case, SGS Grant would cease to be disbursed after such redeployment. Other administrative arrangements for handling redundant SGTs are at Appendix I.

Arrangements for Redundant Teachers in 2018

Identifying Redundant Teachers

6. In case schools cannot absorb all of their redundant teachers through the above measures as set out in paragraphs 3 to 5, SMCs/IMCs should, in consultation with the teaching staff, work out a set of “school-based” criteria which is objective, fair and transparent so as to set priority for redundant teachers leaving the school or retaining them when vacancies arise.

7. SMCs/IMCs are also required to set up an appeal mechanism, which should serve as an effective channel for teachers to communicate with their schools on the issue of redundant teachers. At the same time, SSBs have the responsibility to ensure that both the criteria and the appeal mechanism are applied consistently within the schools concerned.

8. The selection criteria and appeal mechanism put in place, should be documented and announced to all teachers in good time without jeopardising teachers’ consideration for other arrangements.

Notifying the EDB of the Remaining Redundant Teachers

9. Based on the letter on Class Organisation and Staff Establishment for the 2018/19 school year issued by the EDB in March 2018, schools should redeploy redundant teachers and draw up a list of redundant teachers according to school-based criteria agreed with teachers. After going through the above measures as set out in paragraphs 3 to 8, schools are requested to inform the EDB **by 27 April 2018** of the redundant teachers who cannot be retained within their own schools or schools under the same SSB, if any. Schools should report only those redundant teachers who are regular teachers within the approved teaching staff establishment (including the SGTs) and those redundant teachers of the year 2017 who have been appointed to fill monthly paid temporary/contract teaching posts. The related arrangements for handling redundant teachers and sample documents required are at Appendix II for schools’ reference.

Assistance to Redundant Teachers

10. To facilitate redundant teachers including redundant SGTs to find teaching posts in other aided primary schools, the following measures will be in place in 2018 -

(a) Dissemination of Vacancy Information

- ✧ As from **13 April 2018**, schools are required to provide information to the EDB on all anticipated teaching vacancies for the 2018/19 school year, after offsetting their own redundant teachers, if any. For details, please refer to Appendix III “Procedures for Reporting Vacancy Information and Appointment of Redundant Teachers by Schools”.
- ✧ The vacancies to be reported should include the anticipated vacancies arising from additional classes, creation of new posts, retirement and resignation of serving teachers, and temporary vacancies created under government funding, and vacancies of one-year duration or more arising from study leave or secondment of serving teachers, etc.
- ✧ The Teacher Support Services Team of the EDB will arrange to upload the teaching vacancy information reported from schools (including both full-time and part-time vacancies) onto the EDB homepage (<http://www.edb.gov.hk> > *School Administration and Management* > *Administration* > *About School Staff* > [Information for Appointment of Redundant Teachers of Aided Primary Schools](#)) as from **18 April 2018** for redundant teachers’ reference.

(b) Facilitating Appointment of Redundant Teachers

- ✧ As set out in paragraph 7 of the EDB Circular Memorandum No. 209/2017 on “Projected Enrolment in Primary 2 to 6 in September 2018 and Related Arrangements for Filling Teaching Vacancies in Aided Primary Schools” issued on 28 December 2017, “all teaching posts falling vacant from **1 February 2018 to the end of this school year** must be filled by temporary teachers.”
- ✧ Schools should give priority consideration to redundant teachers in filling the vacant teaching posts for the 2018/19 school year.

(c) ***Facilitating Application for Teaching Posts by Redundant Teachers***

- ◇ To facilitate application of redundant teachers for teaching posts posted on the EDB homepage, an application form (i.e. “Personal Particulars of Teacher in Aided Primary Schools”) is provided by the EDB at Appendix II(b). Based on the vacancy information on the EDB homepage, redundant teachers can apply for teaching posts to the schools concerned direct using this form.
- ◇ The related administrative arrangements for appointment of redundant teachers are at Appendix III “Procedures for Reporting Vacancy Information and Appointment of Redundant Teachers by Schools”.

(d) ***Application for Keeping Open Provident Fund Account***

- ◇ Redundant teachers who cannot secure a regular teaching post in aided schools in the 2018/19 school year may submit applications to the Senior School Development Officers of their respective districts for keeping open their Grant/Subsidised Schools Provident Fund accounts. They are not required to provide documentary evidence showing that they are actively seeking teaching appointments in aided schools in the first year they become redundant. After the first year, if there is still a need to apply for keeping their accounts open, the redundant teachers are required as usual to provide the relevant documentary proof to demonstrate their possibility of returning to the aided school sector as regular teachers. The application procedures and relevant details are on the EDB homepage (<http://www.edb.gov.hk> > *School Administration and Management* > *Administration* > *About School Staff* > *Provident Fund* > [Points to Note When a Contributor Ceases to Contribute to Provident Fund](#)).

11. It is essential for schools to take appropriate measures to reduce the number of redundant teachers. We trust that with the full support and cooperation of SSBs and schools, the problem of redundant teachers could be resolved.

12. A “Workflow of the Arrangements for Redundant Teachers (RTs) of Aided Primary Schools in the 2018/19 School Year” is summarised at Appendix IV for schools’ easy reference.

ENQUIRY

13. For further enquiries, please contact the respective School Development Officers of your district.

Benjamin YUNG
for Permanent Secretary for Education

c.c. Heads of government primary schools and Heads of sections – for information

**Redeployment of Redundant Teachers and
Related Administrative Arrangements**

General Principles

- ✧ School Sponsoring Body (SSB) can appoint school heads to fill the headship posts. However, the teaching posts becoming vacant due to promotion and/or transfer must be counted as available vacancies for redeployment of their own redundant teachers or for offering appointment to other redundant teachers of the current year whenever such vacancies arise.
- ✧ After the first round of redeployment, if vacancies subsequently arise in schools under the same sponsorship, the SSB should redeploy redundant teachers, who have been reported to the EDB but not yet secured teaching posts, to fill such vacancies. SSBs are required to inform the EDB of such arrangements by means of the proforma at Appendix I(a).

Redeployment of Teachers by SSBs

- ✧ For the redundant teachers redeployed by the SSBs to fill the vacancies in other schools under their sponsorship, the School Management Committees (SMC)/Incorporated Management Committees (IMC) can make reference to the specific internal redeployment arrangement to deliberate on whether or not to request the redeployed redundant teachers to undergo the sexual conviction record check (SCRC). Should the SMC/IMC, after a thorough deliberation, decide not to require the teachers concerned to undergo SCRC, the justifications have to be properly documented in the notes of meeting of the Committees. For details of the SCRC Scheme, please refer to the EDBCM No. 179/2011 and relevant questions and answers posted on the EDB website (<http://www.edb.gov.hk> > *School Administration and Management* > *Administration* > *About School Staff* > [Appointment Matters](#)).
- ✧ As to the redeployment of senior teachers, SSBs should adopt the following steps in order of priority:
 1. In the event that reduction of classes affects the entitlement of senior teachers, including the posts of deputy heads at the Senior Primary School Master/Mistress rank (SPSM(DH)), Student Guidance Teacher (SGT), the additional senior teacher post of English (ST(Eng)) and Primary School

Master/Mistress (Curriculum Development) (PSM(CD)) and/or the headship entitlement of a school, SSBs operating more than one aided primary school should by all means transfer all these redundant senior teachers to fill all types of available senior teacher vacancies at the corresponding rank in other schools under their sponsorship, and redeploy heads so that the substantive rank of the head of the school does not exceed the headship entitlement. Nevertheless, school and/or its SSB should be aware of the qualification and training requirements of the vacant senior teacher post(s) so that suitable redundant senior teacher(s) can be deployed to fill such vacant post(s).

2. Exceptionally, where circumstances warrant it to offset vacant senior teacher post(s) (including SPSM(DH) post(s) but excluding the posts of SGT, ST(Eng) and PSM(CD)) and/or headship rank in one school against all types of redundant senior teacher(s) and/or over-ranked head in another, the SSB concerned should document each time details of the reasons/justifications for adopting the “offsetting” arrangement so as to safeguard against possible allegations of impropriety. The schools concerned should be informed of the “offsetting” arrangement to ensure that there is no overall over-ranking before putting up any new nominations for promotion of the respective ranks. In this connection, schools should note that the approved posts of ST(Eng), PSM(CD) and SGT in a school cannot be offset by redundant senior teachers of its own school or another school under the same SSB.

- ✧ However, for schools operated by one-school sponsors, or where there are no available senior teacher vacancies of comparable ranks, including the SPSM(DH) post, and/or vacancies of appropriate headship rank in schools under the same sponsor for redeployment or “offsetting” purposes, all the redundant senior teachers concerned, including SPSM(DH)s, SGT, ST(Eng), PSM(CD), and the over-ranked heads should step down and assume an appropriate lower rank. As for the redundant SGT holding 0.5 Assistant Master/Mistress (AM) / Primary School Master/Mistress (PSM) SGT post, they could be considered for stepping down to take up 0.5 Certificated Master/Mistress (CM) post.

Salary Arrangements for Redundant Senior Teachers, including SPSM(DH)s, Over-ranked Heads and Excess Graduate Teachers

- ✧ In line with the principle of pay for the job of corresponding responsibilities, SSBs operating more than one school should first deploy the over-ranked staff

to another school under the same SSB to take up a post at the rank commensurate with his/her salary point or to rectify the over-ranked situation. The SSBs and schools concerned are urged to try their best to do so as soon as possible. In the event that there is no vacant post for the deployment, redundant senior teachers, including SPSM(DH)s, and over-ranked heads in the 2018/19 school year (including those who stepped down prior to 1 September 2018) will, subject to the approval of the School Development Section of the respective districts, be allowed to retain their pay point as at 31 August 2018 and not be granted any salary increments until they are reinstated to their former rank for normal progression along the respective salary scales. This arrangement is only a special and temporary arrangement and should be rectified as soon as opportunity arises.

- ✧ In case reduction of classes in a school also affects its graduate teacher post entitlement, any excess number of the graduate teachers within the school will be accommodated as far as possible. However, the school should make rectification whenever opportunity arises. In this connection, schools should include how excess graduate teachers should be identified in their set of “school-based” criteria, and cover this group of teachers in their appeal mechanism mentioned in this circular memorandum. The same principle should apply to Primary School Master/Mistress (SGT) provided on sponsor-basis, that is, the excess graduate SGT resulting from the reduction of classes should be identified according to “sponsor-based” criteria set.
- ✧ The excess Primary School Masters/Mistresses (PSMs) and the excess Assistant Primary School Masters/Mistresses (APSMs) identified will be required to assume the rank of AM or CM as appropriate. These excess graduate teachers who have their pay point as at 31 August 2018 exceeding the maximum pay point of the pay scale for the corresponding non-graduate rank will be allowed, subject to the approval of the School Development Section of the respective districts, to retain their pay point as at 31 August 2018 and not be granted any salary increments until their schools can absorb the excess primary graduate posts. Excess APSMs with their pay point not yet exceeding the maximum pay point of the CM pay scale should be allowed to proceed along the CM pay scale.
- ✧ An excess APSM who is untrained, on changing to the CM rank, will be subject to the prevailing salary bar for CM (MPS point 19 effective from 1 August 2007) or subject to the highest salary bar that the excess APSM has experienced in the former appointment as CM, if any, whichever is the higher.

If his/her existing pay point already exceeds the salary bar as determined above, his/her salary will be frozen at that pay point. Progression beyond the frozen pay point is subject to his/her acquisition of appropriate teacher training qualification, provided that the maximum of the CM pay scale is not exceeded. The teacher will be eligible for the award of one additional increment upon his/her subsequent acquisition of appropriate teacher training qualification if his/her frozen pay point is the same or lower than the salary bar as determined above.

- ✧ Schools should adhere to the principles of fairness in handling the work assignment of the over-ranked staff. Under the existing practice, the annual call for application for retaining the special pay arrangement for the over-ranked staff (including over-ranked heads, stepped-down teachers and excess primary graduate teachers) would be issued around August. In applying for such special pay arrangement for the over-ranked staff involved, schools are also required to attach a plan on how they would rectify the over-ranked situation.

致／To： 教師支援服務小組／傳真：3798 0105

Teacher Support Services Team / Fax: 3798 0105

副本送／c.c.: _____區學校發展組 [超額教師原任學校地區]
() District School Development Section [district of the original school of the redundant teacher]

超額教師更新資料表^註

Updated Information of Redundant Teachers ^{Note:}

		請在適當欄內填寫超額教師入職情況 Please complete under the column for the appointment situation of the Redundant Teacher(s) where appropriate				
超額教師姓名 Name of Redundant Teacher(s)	原任學校名稱 Name of Original School	被原校吸納 填補空缺為 Absorbed by original school to fill a vacancy as 請加上「✓」號 Please put a “✓”		將被調往相同辦學 團體之學校名稱 Name of school to be deployed under the same School Sponsoring Body (SSB)	被相同辦學團體的 學校吸納為 Absorbed by other school of the same SSB as 請加上「✓」號 Please put a “✓”	
		常額教師 Regular teacher	臨時／合約 教師 Temporary/ Contract teacher		常額教師 Regular teacher	臨時／合約 教師 Temporary/ Contract teacher

(註：倘學校於二零一八年四月二十七日向教育局呈交超額教師資料後，有關教師獲辦學團體調配／原校吸納，辦學團體／原校須填寫本表格，通知教育局有關安排。)

(Note: When the redundant teacher(s) who has/have been reported to EDB by **27 April 2018** is/are subsequently redeployed/ absorbed by the SSB/ original school, the SSB/ original school is requested to inform EDB of the arrangement by means of this form.)

辦學團體／學校名稱*

Name of School Sponsoring Body/School* _____

校監／校長姓名*

Name of Supervisor/School Head* _____

簽署／Signature _____

日期／Date _____

* delete as appropriate 請刪去不適用者

**Arrangements for Handling Redundant Teachers
and Documents Required**

- ✧ Apart from following the normal procedure regarding expiry of employment contract with teachers, the SMC/IMC should also issue the following documents to each redundant teacher identified in the current year and/or the 2017 redundant teachers who are filling temporary/contract monthly teaching posts at school by the end of April 2018, to facilitate their application for teaching vacancies in other schools:
 - (a) A “Letter of Reference for Redundant Teacher” [sample at Appendix II(a)] certifying his/her identity as a redundant teacher of the current year /past year; and
 - (b) “Personal Particulars of Teacher in Aided Primary Schools” [please refer to Appendix II(b)] (an application form to be completed and used by the redundant teachers).
- ✧ Schools are required to fax or forward the list of redundant teachers by means of the proforma at Appendix II(c) to the Teacher Support Services Team and the respective School Development Section of the EDB by **27 April 2018**.
- ✧ In case of any vacancies being available subsequent to school’s notification to the EDB of their redundant teachers, the school should absorb the same number of its redundant teachers in its own school/ under the same SSB who have not yet secured teaching posts. Schools are required to fax the proforma at Appendix I(a) to inform the EDB immediately.

致／To：_____ 學校／School

(申請教職用/applicable to application for teaching post)

附錄 II(b)
Appendix II(b)資助小學教師個人資料表^{註1}Personal Particulars of Teacher in Aided Primary Schools^{Note 1}

教師姓名 (中文)				Name (English)			
出生日期 Date of Birth	日/D	月/M	年/Y	性別：男／女* Sex：M/F*	電話 Telephone	手提電話 Mobile Phone	傳真 Fax
身份證號碼 HKID No.	()			住址 Address			
檢定教員註冊編號／准用教員編號 Teacher Registration No./Permitted Teacher Ref. No.							

學歷及師資培訓／Qualification and Teacher Training

學校名稱 School Name	開始就讀日期 Start Date		畢業日期 Date of Graduation		證書／文憑／學位 (包括學士、碩士及博士資歷) Certificate/Diploma/Degree (including Bachelor's, Master's and Doctorate degree qualifications)	主修科目 Major Subject	副修科目 Minor Subject
	月/M	年/Y	月/M	年/Y			
中學 Secondary						文／理／商* Arts/Science/Commerce*	
大學 University							
其他(請註明) Others (Please specify)							
師資培訓 Teacher Training							

達到語文能力要求情況／Language Proficiency Requirement Attainment

 已達要求／Attained (科目／Subject: _____) 不適用／Not Applicable

其他教育進修課程 Other Educational Courses

(如教學、學校行政、音樂、體育、普通話、資訊科技等 e.g. Pedagogy, Education Administration, Music, PE, PTH, IT, etc.)

課程名稱 Course Name	開始進修日期／ Start Date		完成日期／ End Date		選修科目 Subject elective	所獲資歷 Qualification Attained
	月/M	年/Y	月/M	年/Y		

教學經驗# Teaching Experience#

學校名稱及部制(上午／下午／全日) School Name & Session (AM/PM/WD)	職級 [^] Rank [^]	常額／合約 ／臨時教職 ◇ Regular/ Contract/ Temp Post◇	全職／ 兼任職位 [†] Full-time/ Part-time [†]	開始受聘日期 Start Date			最後受聘日期 End Date			任教科目 及年級(高／低)※ Subjects Taught & Level (U/L)※	其他職務／課外活動 Other Duties/ Extra-curricular Activities
				日/D	月/M	年/Y	日/D	月/M	年/Y		

* 請刪去不適用者 Please delete as appropriate

只需填寫取得認可資歷後的教學經驗

Only the post-qualification teaching experiences are required

^ 例如 CM、APSM、AM 等 e.g. CM, APSM, AM, etc

※ 高一 小四至小六、低一 小一至小三 U - P4 to P6, L - P1 to P3

◇ R - 常額教師／Regular Teacher C - 合約教師／Contract Teacher

T - 臨時教師／Temporary Teacher

† FT - 全職教師／Full-time Teacher

PT - 兼任教師請註明職位所佔比例，如 1/2／

Part-time teacher please indicate in fraction, e.g. 1/2

日期／Date _____

教師簽署^{註2}／Signature^{Note 2} _____

註／Note：

1. 請用正楷填寫本表格。Please complete the form in block letters.

2. 此表格乃為方便小學教師申請教職之用。教育局或會利用本表格蒐集的資料作處理超額教師事宜。這些資料可能會向其他獲授權處理個人資料的政府決策局／部門及／或機構披露，供處理超額教師事宜或其他用途。有關申請處理完畢後，如這些資料無須保留，將全部銷毀。This form is to facilitate application for teaching post in primary schools. The information collected in this form may be used by Education Bureau for redundant teachers. The information may be disclosed to other Government Bureaux/Departments and/or agencies authorised to process the information for redundant teachers and other purposes. Upon completion of the application process, the information will be destroyed if it is no longer required.

致／To： 教育局教師支援服務小組／Teacher Support Services Team, EDB

傳真 Fax：3798 0105

副本送／c.c.：_____區學校發展組

() District School Development Section

4月27日
或之前交回

2018 年尚餘超額教師名單

List of Remaining Redundant Teachers 2018

學校名稱

Name of School : _____

教師姓名	Name of Teacher (in English)	檢定教員註冊編號 ／准用教員編號 Teacher Registration No./Permitted Teacher Reference No.	主要任教年級 Major Class Level(s) Taught	主要任教科目 Major Subjects Taught	若為 2017 超額 教師請加上 「✓」 Please put a “✓” for 2017 Redundant Teacher(s)

(請在二零一八年四月二十七日或之前把上述超額教師名單送交教育局。)

Please forward the list of redundant teacher(s) to the EDB on or before 27 April 2018.)

簽署

Signature : _____

校監／校長*

Supervisor／School Head*

日期

Date : _____

* 請刪去不適用者

* delete as appropriate

**Procedures for Reporting Vacancy Information
and Appointment of Redundant Teachers by Schools**

Reporting Vacancy Information

- ✧ As from **13 April 2018**, schools are required to report immediately the vacancy information anticipated for the 2018/19 school year by completing Parts A and B of the “Particulars of Teaching Vacancy in Aided Primary Schools” at Appendix III(a) and fax it to the Teacher Support Services Team of the EDB, with a copy to the School Development Section of the respective districts.
- ✧ The timely provision of updated vacancy information by schools will greatly facilitate redundant teachers to secure teaching posts and schools to recruit suitable teachers early.

Interview and Appointment of Redundant Teachers

- ✧ Upon receiving the applications from redundant teachers, schools should arrange interviews with the suitable candidates as soon as possible.
- ✧ Schools should inform the redundant teachers of the result of their applications as soon as possible.
- ✧ On confirming the appointment of a teacher, schools should complete Part C of Appendix III(a), and fax it immediately to the Teacher Support Services Team (and copy to the School Development Section of the respective districts) again for record updating.

致/To: 教育局教師支援服務小組/Teacher Support Services Team, EDB
傳真 Fax: 3798 0105

附錄 III(a)
Appendix III(a)

副本送/c.c.: _____ 區學校發展組
(_____) District School Development Section

資助小學教職空缺資料

Particulars of Teaching Vacancy in Aided Primary Schools

請用一張表格填寫一個教職空缺(常額/臨時/合約, 全職/兼任)。

Please use a separate form for each vacancy (regular/temporary/contract, full/part time).

甲部 學校資料 PART A School Information

學校名稱 School Name		部制 Session		電話 Tel	
地址 Address				傳真 Fax	

乙部 教職空缺資料 PART B Particulars of Teaching Vacancy

<input type="checkbox"/> 常額 Regular	<input type="checkbox"/> 臨時/合約 (請同時填寫本欄乙#部) Temporary/Contract (Please also complete Part B# below)	<input type="checkbox"/> 全職空缺 Full-time Vacancy	<input type="checkbox"/> 兼任教職空缺 () Part-time Vacancy (請以分數表示, 例如 1/2) (Please indicate fraction, e.g. 1/2)
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科目要求 Subject Requirement	任教主要科目 (請列一項) Major Subject (List One Only)	級別 Level(s)
	任教其他科目 Minor Subject(s)	級別 Level(s)
其他職務 Other Duties Required		

乙部 # 出現臨時/合約教職的原因 Part B # (Reasons for availability of temporary/contract posts)

<input type="checkbox"/> 教師進修 Teacher training	<input type="checkbox"/> 其他 (請註明) Others (Please specify)
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(請在適當的空格內✓ Please✓ in the appropriate box)

日期/Date: _____

簽署/Signature: _____

校監/校長
Supervisor/School Head

當學校聘請了教師填補此職位空缺, 請立刻填寫此表格丙部, 並傳真至教師支援服務小組和所屬學校發展組。

Upon appointing a teacher to fill this teaching vacancy, please complete Part C of this form and fax to the Teacher Support Services Team and the respective School Development Section immediately.

丙部 填補空缺 PART C Filling of Vacancy

本校已聘用以下的二零一八年 * 超額教師/其他教師 (例如準教師) 填補上述乙部呈報的空缺: (姓名 _____ 原校名稱 (如適用) _____ 學校地區 _____) Our school has appointed the following * redundant teacher of 2018 / other teacher (e.g. fresh graduate) to fill the teaching vacancy reported in Part B above: (Name _____ Last School (if applicable) _____ School District _____)

* 請刪去不適用者/*delete as appropriate

日期/Date: _____

簽署/Signature: _____

校監/校長 Supervisor/School Head

Workflow of the Arrangements for Redundant Teachers (RTs) of Aided Primary Schools in the 2018/19 School Year:

Date	Required Action
February 2018 to the end of the school year	Fill all vacant teaching posts by temporary teachers.
April 2018 onwards	Based on the letter on Class Organisation and Staff Establishment for the 2018/19 school year issued by the EDB, schools should redeploy RTs in accordance with EDB's advice as set out in this circular memorandum and draw up a list of RTs according to school-based criteria agreed with teachers.
13 April 2018 onwards	To report the available teaching vacancies in school to the EDB by returning the proforma at Appendix III(a) by fax. Upon confirmation of appointment of a teacher, schools should fax Part C of Appendix III(a) immediately to the EDB for record updating.
18 April 2018 onwards	EDB to display teaching vacancies reported by schools at its homepage.
By 27 April 2018	To issue the "Letter of Reference for Redundant Teacher" at Appendix II(a) to RTs identified in the current year and/or the 2017 RTs who are filling temporary/ contract monthly teaching posts at school in the 2017/18 school year. To distribute to RTs the form on "Personal Particulars of Teacher in Aided Primary Schools" at Appendix II(b) to facilitate their direct application for teaching posts in other schools. To report the list of RTs who cannot be absorbed/ deployed within school/SSB by returning the proforma at Appendix II(c) to the EDB by fax.
27 April 2018 onwards	To absorb/redeploy own RTs if teaching vacancies arise within school, under the same SSB, and absorb RTs of other SSBs after 27 April 2018. To send the proforma at Appendix I(a) to the EDB by fax for record updating.