

## **Education Bureau Circular Memorandum No. 37/2024**

From: Permanent Secretary for Education  
To: Supervisors / Heads of aided primary schools (excluding special schools)  
Ref: EDB(TSS) P/8/78/1 Pt. 3  
Date: 7 March 2024

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### **Arrangements for Redundant Teachers of Aided Primary Schools in the 2024/25 School Year**

#### **Summary**

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

#### **Background**

2. The Education Bureau (EDB) appeals to all aided primary schools to continue adopting the relief measures set out in this circular memorandum to resolve the situation of redundant teachers (including Student Guidance Teachers (SGTs)) that may arise in some schools in the 2024/25 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 / Absorbing Redundant Teachers Within School***

3. Schools should make reference to the letter on Class Organisation and Staff Establishment for the 2024/25 School Year issued by EDB, based on the adjusted staff establishment according to the changes of number of approved classes (if any), to assess the redundant teacher situations. Should there be redundant teachers<sup>1</sup> in schools, schools should absorb them within the school in the first instance 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 (if any) or other causes (e.g. additional teaching posts added under new initiatives). Schools are also encouraged to adopt, where appropriate, the following measures to

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<sup>1</sup> Schools should also make reference to the Education Bureau Circular No. 10/2019 “Relief Measures for Facilitating Sustainable Development of Primary Schools” if there are redundant teachers arising from class reduction for the next school year due to the decline of P1 student population.

minimise the number of redundant teachers:

(a) ***Appointing Their Own Redundant Teachers to Fill Vacancies / Temporary Posts***

- (i) Schools should appoint their own redundant teachers to fill temporary teaching vacancies of one-year duration or more. Should schools be provided with additional teaching posts under government funding, priority consideration should also be given to their own redundant teachers in filling these posts.
- (ii) Schools are encouraged to make use of resources available, e.g. Capacity Enhancement Grant, Learning Support Grant, etc. to provide additional manpower for better supporting the diverse needs of students and assisting schools to implement integrated education.
- (iii) Schools are also encouraged to use the surplus under the Operating Expenses Block Grant (OEBG)/ Expanded Operating Expenses Block Grant (EOEBG) or savings in school funds to create extra teaching posts according to their school needs to further enhance student learning efficacy.

(b) ***Job-sharing***

Under the principles 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 teachers. Schools can decide on the mode of job-sharing in consultation with the teachers concerned. For details of applying job-sharing in aided schools to fill vacant posts, please refer to The Guidelines on the Handling of Job-sharing in Aided Schools are on EDB homepage (<http://www.edb.gov.hk> > *School Administration and Management* > *Administration* > *About School Staff* > *Appointment Matters* > [Guidelines on the Handling of Job Sharing in Aided Schools](#)).

(c) ***Teachers Taking No-pay Leave***

After careful examination of 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 EDB Circular No. 1/2006 on "Granting of Leave in Aided Schools" and the Guidelines for Granting of Leave on 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.

## ***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 by appointing redundant teachers from other schools. A teacher with teacher training (i.e. a registered teacher) should also be given priority consideration if all other things being similar. 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 according to the establishment of teachers in each of their schools for the 2024/25 school year immediately after their schools were notified of the class organisation and staff establishment for the 2024/25 school year. Schools under the same SBB should also make good use of every opportunity for absorbing the remaining redundant teachers in other sponsoring schools to fill the arising vacancies. SSBs' prompt action in redeployment is of great importance in resolving the situation of redundant teachers and facilitating the remaining redundant teachers to seek employment in other schools.

5. As for the redundant 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 in other sponsoring schools.

6. Please refer to [Appendix I](#) for redeployment of redundant teachers (including all senior teachers and SGTs) and relevant administrative arrangements.

### **Relevant Arrangement for Identifying Redundant Teachers**

7. In case schools cannot absorb all of their redundant teachers through the above measures as set out in paragraphs 3 to 6, 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 the order for redundant teachers to leave the school, and the priority to retain them when vacancies arise<sup>2</sup>.

8. 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

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<sup>2</sup> If a regular teacher resigns subsequently, schools should fill the vacant post thus arising according to the agreed priority of redundant teachers.

that both the criteria and the appeal mechanism are applied consistently within the schools concerned. Premised on not jeopardising teachers' consideration of other arrangements, SMCs/IMCs should record and announce the selection criteria and appeal mechanism put in place to all teachers in good time.

### **Notifying EDB of the Redundant Teachers that Cannot be Absorbed**

9. Schools are requested to inform EDB of the list of redundant teachers who cannot be absorbed within their own schools or schools under the same SSB, if any, on or before **30 April 2024**. Schools should report only those redundant teachers who are regular teachers within the approved staff establishment (including the SGTs) for the 2023/24 school year. 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, EDB implements the following measures:

(a) ***Dissemination of Vacancy Information***

As from **12 April 2024**, schools are required to provide information to EDB on all anticipated teaching vacancies (including full-time and part-time)<sup>3</sup> for the 2024/25 school year, if any. The teaching vacancy information reported from schools will be uploaded onto 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](#)) starting from late April and timely updated for redundant teachers' reference. For details, please refer to Appendix III "Procedures for Reporting Vacancy Information and Appointment of Redundant Teachers by Schools".

(b) ***Facilitating Appointment of Redundant Teachers***

As set out in paragraph 7 of EDB Circular Memorandum No. 11/2024 on "Projected Enrolment in Primary 2 to 6 in September 2024 and Related Arrangements for Filling Teaching Vacancies in Aided Primary Schools" issued on 10 January 2024, "**from 1 February 2024 to the end of this school year**, all vacant teaching posts must be filled by temporary teachers." When appointing teachers to fill vacant teaching posts for the 2024/25 school year, schools should give priority consideration to redundant teachers.

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<sup>3</sup> The vacancies to be reported should include the remaining vacancies after offsetting their own redundant teachers, the anticipated vacancies arising from additional classes, creation of new posts, retirement and resignation of serving teachers, temporary vacancies created under government funding, and vacancies of one-year duration or more arising from study leave or secondment of serving teachers, etc.

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

If redundant teachers wish to apply the teaching posts posted on EDB homepage, they can complete the “Personal Particulars of Teacher in Aided Primary Schools” provided at Appendix II(b) in order to apply for relevant teaching posts to the schools concerned directly.

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

Eligible redundant teachers who cannot secure a regular teaching post in aided schools in the 2024/25 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. 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 relevant documentary evidence to demonstrate their prospect of returning to the aided school sector as regular teachers. The application procedures and relevant details are on 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 situation of redundant teachers could be resolved.

12. A “Workflow of the Arrangements for Redundant Teachers of Aided Primary Schools in the 2024/25 School Year” is summarised at Appendix IV for schools’ easy reference.

## **Enquiry**

13. For enquiries about reporting teaching vacancies and list of remaining redundant teachers, please contact Teacher Administration 1 Section at 2892 5802. For enquiries on other parts of this CM, please contact the respective School Development Officers of your district.

Ms W P LEE  
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**

1. School Sponsoring Body (SSB) can appoint school heads to fill the vacant headship posts. However, the vacant teaching posts arising from 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.
2. After the first round of redeployment, if vacancies subsequently arise in schools under the same sponsorship, SSBs should redeploy redundant teachers, who have been reported to the Education Bureau (EDB) but not yet secured teaching posts, to fill such vacancies. SSBs are required to inform EDB of such arrangements using the proforma at Appendix I(a).

### **Redeployment of Teachers by SSBs**

3. For the redundant teachers redeployed by SSBs to fill the vacancies in other schools under their sponsorship, SSBs should in principle ask them to declare their sexual conviction records in order to safeguard the well-being of students. The School Management Committees (SMCs)/ Incorporated Management Committees (IMCs) 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 SMCs/IMCs, after a thorough deliberation, decide on exempting the teachers concerned to undergo SCRC, the justifications must be properly documented in their notes of meeting. Schools should also observe the measures as set out in EDB Circular No. 14/2023 “Measures for Strengthening the Protection of Students: Appointment of Teaching and Non-teaching Staff in Schools”, including but not limited to applying to EDB for releasing information regarding the teacher registration status of the redeployed teachers after seeking their consent. For details, please refer to EDBC No. 14/2023 and relevant questions and answers posted on EDB homepage (<http://www.edb.gov.hk> > *School Administration and Management* > *Administration* > *About School Staff* > [Appointment Matters](#)).
4. The redundant teachers redeployed by SSBs to fill the vacancies in other schools under their sponsorship are considered to be newly-appointed teachers in principle

and are required to pass the Basic Law and National Security Law Test (BLNST) in order to be considered for appointment. For details, please refer to EDBC No. 13/2022 “Requirement for Newly-appointed Teachers to Pass the Basic Law and National Security Law Test” and EDB homepage (<http://www.edb.gov.hk> > *School Administration and Management* > *Administration* > *About School Staff* > [Requirement for Newly-appointed Teachers to Pass the Basic Law and National Security Law Test](#)).

5. As to the redeployment of senior teachers, SSBs should adopt the following steps in order of priority:
  - (a) In the event that adjustment to the number of approved 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) and the additional senior teacher post of English (ST(Eng)) 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 ensure that the substantive rank of the head of the school does not exceed the headship entitlement, and redeploy the over-ranked head to another school that has a vacancy of the corresponding substantive rank when necessary. 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).
  - (b) Since the implementation of the all-graduate teaching force policy in the 2019/20 school year, redundant teachers at the rank of Assistant Master/Mistress (AM) redeployed to another school by its SSB can be regraded to PSM posts if they possess a recognised local bachelor degree (or equivalent qualifications). If the redundant AM teacher with recognised qualifications does not opt for regrading or has not yet obtained a recognised degree qualification, he/she can continue to assume the AM post when redeployed to another school by its SSB. Nevertheless, the school that absorbs the redundant AM teacher is required to offset the corresponding number of PSM post until natural wastage arises from that AM teacher or the teacher has fulfilled relevant qualifications and opted for regrading to a PSM post.
  - (c) Where circumstances warrant it to offset vacant senior teacher post(s) (including SPSM(DH) post(s) but excluding the posts of SGT, ST(Eng),

PSM(CD) and Special Educational Needs Coordinator (SENCO) at promotion rank) and/or headship rank in one school against all types of redundant senior teacher(s) and/or over-ranked head in another school, SSBs should document each time details of the justifications for adopting the “offsetting” arrangement so as to safeguard schools against possible disputes on impropriety. In tandem, the schools concerned which execute “offsetting” arrangement should ensure that there is no overall over-ranking when 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), SGT and SENCO at promotion rank in a school cannot be offset by redundant senior teachers of its own school or another school under the same SSB.

6. For the school operated by one-school sponsor, 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 sponsorship for redeployment or “offsetting”, all the redundant senior teachers concerned, including SPSM(DH)s, SGT, ST(Eng), and the over-ranked heads should step down and assume an appropriate lower rank. As for the redundant SGT holding 0.5 AM / PSM SGT post, they could be considered for stepping down to take up 0.5 Certificated Master/Mistress (CM) post / 0.5 Assistant Primary School Master/Mistress (APSM) post.

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

7. 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. 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 2024/25 school year (including those who stepped down prior to 1 September 2024) may submit application to the School Development Section of the respective districts for retaining their pay point as at 31 August 2024 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 when opportunity arises.



8. Since the implementation of the all-graduate teaching force policy in the 2019/20 school year, all teaching posts (including senior teaching posts) in the approved establishment are graduate teaching posts. As such, schools should handle the deployment arrangements of redundant teachers according to the graduate teaching post entitlement in principle. If redundant AM teachers have to step down to take up CM posts upon the adjustment to the number of approved class and the teachers concerned are unable to be regraded to APSM posts due to the lack of recognised degree qualifications or personal reasons, the school should offset the corresponding number of APSM posts to hold against the stepped-down CM teachers concerned and can apply to EDB for retaining the pay point of the teachers concerned according to the prevailing mechanism. Since the corresponding promotion rank of AM in the graduate teaching grade is PSM, when a PSM vacancy arises, the school should resume the original AM rank of the teacher concerned and offset a PSM post until natural wastage arises from that AM teacher or the teacher has fulfilled relevant qualifications and opted for regrading to a PSM post.
9. If the stepped-down non-graduate teachers possess recognised degree qualifications, the school should consult the teachers concerned and regrade the teachers to the corresponding graduate ranks after stepping down according to their preference and the school-based mechanism. After regrading, the salary arrangements for redundant senior teachers (including approved applications) will not be applicable and their redundant senior teacher identities will not be retained. The salary and promotion arrangements of teachers concerned in the graduate teaching grade are subject to prevailing mechanism and requirements, which are the same as that of other teachers regrading from non-graduate teaching grade to graduate teaching grade. Please note that when handling stepped-down arrangement of non-graduate teachers, schools should duly inform the teachers concerned of the related consequent arrangements as well as their rights and interests of being retained in the non-graduate teaching grade and regraded to the graduate teaching grade, so that they can make an informed choice and plan for professional development according to their individual needs.
10. For schools with more than one stepped-down teacher due to over-ranking in the approved establishment brought by the adjustment to the number of approved classes (which may include graduate teacher and non-graduate teacher), when a vacancy at the senior teacher rank arises, schools should set priority for resuming these teachers to the senior teaching posts according to the pre-defined school-based mechanism.

11. In principle, since the implementation of the all-graduate teaching force policy in the 2019/20 school year, serving graduate teachers shall no longer be required to assume non-graduate teaching posts due to insufficient graduate teaching posts in the approved establishment. In addition, all redundant graduate teachers (including graduate SGT) who were required to assume the rank of AM or CM in a school which its graduate teaching post entitlement has been affected by the adjustment to the number of approved classes before the 2019/20 school year, should have been resumed the corresponding ranks of the graduate teaching posts in the 2019/20 school year. Hence, schools need not apply for the special pay arrangement for the teachers concerned.
  
12. Schools should adhere to the principle of fairness in handling the work allocation of the over-ranked staff. The call for application for retaining the special pay arrangement for the over-ranked staff (including over-ranked heads and stepped-down senior teachers) is usually issued around August/September annually. 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.

**附錄 I(a)**  
**Appendix I(a)**

致／To： 教育局教師行政 1 組／Teacher Administration 1 Section, EDB  
傳真 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**<sup>註</sup>

**Updated Information of Redundant Teachers** <sup>Note:</sup>

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 (請加上「✓」號) Absorbed by original school to fill a vacancy as (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 (請加上「✓」號) Absorbed by other school of the same SSB as (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**2024年4月30日**或之前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 on or before **30 April 2024** is/are subsequently redeployed/ absorbed by SSB/ original school, SSB/ original school is requested to inform EDB of the arrangement by completing 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**

1. Apart from following the normal procedure regarding expiry of employment contract with teachers, SMC/IMC should also issue the following documents to each redundant teacher identified in the current school year by the end of April 2024, 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 school 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 redundant teachers when applying for teaching posts)
2. Schools are required to fax or forward the “List of Remaining Redundant Teachers 2024/25” at Appendix II(c) to the Teacher Administration 1 Section and the respective School Development Section of EDB by **30 April 2024**.
3. In case vacancies are available subsequent to school’s notification to EDB of their redundant teachers, the school should absorb 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 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<sup>註1</sup>Personal Particulars of Teacher in Aided Primary Schools<sup>Note 1</sup>

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(s)	副修科目 Minor Subject(s)
	月/M	年/Y	月/M	年/Y			
中學 Secondary						文/理/商/新高中(請註明選修科目)* Arts/Science/Commerce/NSS(please specify elective subjects)*	
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<sup>註2</sup>/Signature<sup>Note 2</sup> \_\_\_\_\_

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：教育局教師行政 1 組／Teacher Administration 1 Section, EDB

傳真 Fax：3798 0105

副本送／c.c.：\_\_\_\_\_區學校發展組

( ) District School Development Section

4 月 30 日  
或之前交回  
To be submitted  
on or before  
30 April2024/25 學年尚餘超額教師名單  
List of Remaining Redundant Teachers 2024/25 School Year

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 Levels Taught	主要任教 科目 Major Subjects Taught

(請在 2024 年 4 月 30 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 EDB on or before 30 April 2024.*

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**

1. As from **12 April 2024**, schools are required to report immediately the vacancy information anticipated for the 2024/25 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 Administration 1 Section of EDB, with a copy to the School Development Section of the respective districts.
2. The timely provision of updated vacancy information by schools will greatly facilitate redundant teachers to secure teaching posts early and schools to recruit suitable teachers.

### **Interview and Appointment of Redundant Teachers**

1. Upon receiving the applications from redundant teachers, schools should arrange interviews with the suitable candidates as soon as possible.
2. Schools should inform the redundant teachers of the result of their applications as soon as possible.
3. On confirming the appointment of a teacher, schools should complete Part C of Appendix III(a), and fax it as soon as possible to the Teacher Administration 1 Section of EDB (and copy to the School Development Section of the respective districts) for record updating.



致／To：教育局教師行政 1 組／Teacher Administration 1 Section, 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／兼職）。

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		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"/> 兼職教職空缺 ( ) 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	
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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，並傳真至教師行政 1 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 Administration 1 Section 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 2024/25 學年 * 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 2024/25 school year / other teacher (e.g. fresh graduate) to fill the teaching vacancy reported in Part B above: (Name _____ Last School (if applicable) _____ School District _____ )
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\* 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 of Aided Primary Schools in the 2024/25 School Year:**

<b>Date</b>	<b>Required Action for Schools</b>
February 2024 to the end of the school year	Fill all vacant teaching posts by temporary teachers.
7 March 2024 onwards	Based on the letter on Class Organisation and Staff Establishment for the 2024/25 School Year issued by EDB, and EDB's advice as set out in this circular memorandum, redeploy redundant teachers (RTs) according to school-based criteria as agreed with teachers and draw up a list of RTs.
12 April 2024 onwards	Fax the following information to EDB (if any) for updating purpose <sup>Note:</sup> (i) Completed Part A and Part B of <u>Appendix III(a)</u> for available teaching vacancies in school (ii) Completed Part C of <u>Appendix III(a)</u> upon the vacancies have been filled Note: The information of teaching vacancies reported by schools will be uploaded onto EDB webpage starting from late April and timely updated.
On or before 30 April 2024	(i) Issue the "Letter of Reference for Redundant Teacher" at <u>Appendix II(a)</u> to RTs identified in the current school year (i) Distribute to RTs the form on "Personal Particulars of Teacher in Aided Primary Schools" at <u>Appendix II(b)</u> to facilitate their direct application for teaching posts in other schools. (ii) Report the list of RTs who cannot be absorbed/ deployed within school/ SSB by returning the proforma at <u>Appendix II(c)</u> to EDB by fax.
1 May 2024 onwards	(ii) Continuingly absorb/ redeploy RTs using teaching vacancies arise within school or under the same SSB, and consider appointing RTs of other schools as a priority. (iii) Upon absorbed/redeployed redundant teachers of original school or schools under the same SSB, send the proforma at <u>Appendix I(a)</u> to EDB by fax for record updating.
On or before 7 August 2024	In accordance with the Education Bureau Circular No. 10/2019, if there are redundant teachers on the teaching staff establishment arising from class reduction for the next school year due to the decline of P1 student population, schools are allowed to apply for retaining the eligible redundant teachers on or before 7 August 2024, providing that, before the commencement of the next school year, the redundant teachers cannot be absorbed through the prevailing mechanism for handling redundant teachers, or are unable to secure a teaching post in another school.