Turning the Primary School Curriculum Leader posts into permanent posts

(Annex to EDBC No. 4/2006)
(Updated in October 2010)

Introduction

1. With effect from the 2007/2008 school year, the time-limited PSM(CD) / APSM(CD) posts for public sector primary schools have been turned into permanent posts and included in the approved teaching staff establishment. Primary School Curriculum Leader posts are included in working out the ratio of graduate and non-graduate teachers of the schools*. Schools with less than 6 classes will continue to receive the Curriculum Leadership Grant (CLG).

Entitlement of the Post or Grant

2. From the 2007/2008 school year, each public sector primary school (including aided primary special schools and special schools with primary section) will be entitled an additional post or CLG in accordance with the number of approved operating primary classes each year as follows:

<table>
<thead>
<tr>
<th>No. of Approved Operating Classes (excluding the Intensive Remedial Teaching Programme)</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or above</td>
<td>PSM(CD) post</td>
</tr>
<tr>
<td>6 to 11</td>
<td>APSM(CD) post</td>
</tr>
<tr>
<td>1 to 5</td>
<td>CLG</td>
</tr>
</tbody>
</table>

Schools do not need to make application for this provision.

3. For primary schools under the Direct Subsidy Scheme (DSS), the provision will be provided through the DSS unit subsidy in the usual manner.

Curriculum Leadership Grant

4. A school receiving the Curriculum Leadership Grant (CLG) shall appoint an experienced teacher within the school’s approved establishment to serve as the curriculum leader. Meanwhile, the school shall use CLG for hire of temporary support staff/service so as to release the teacher appointed from part of his/her usual duties to

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* Each primary school is entitled to have 45% of its teaching staff establishment in the graduate grade in the 2008/09 school year, and 50% from the 2009/10 school year onwards.
undertake the work of the curriculum leader. Details of the amount, payment, accounting arrangements and appointment of the curriculum leader are at Appendix.

**The PSM(CD) and APSM(CD) Posts**

5. The school may appoint a teacher to the PSM(CD)/APSM(CD) post if the following three requirements have been fulfilled:
   (a) The appointment requirements stipulated in the Guide to Appointment of Code of Aid for Primary Schools or Code of Aid for Special Schools;
   (b) Experience in leading or participating in curriculum development; and
   (c) Has completed the professional development programme(s) on curriculum leadership on or before the first year of appointment.

6. For appointment of teachers to fill the PSM(CD)/APSM(CD) posts, schools should select suitable candidates who are academically qualified and professionally competent. In the selection process, schools should adopt an open, fair, transparent and competitive appointment system while consideration should also be given to continuity and expertise already acquired.

**The Role and Duties of the Primary School Curriculum Leader**

7. PSM(CD)s, APSM(CD)s and curriculum leaders appointed under CLG are known collectively as Primary School Curriculum Leaders. The Primary School Curriculum Leader will serve as the leader to help the school in reforming the curriculum in accordance with the educational aims to promote whole-person development and life-long learning.

8. The major duties of the Primary School Curriculum Leader are:
   (a) To assist the school head to lead whole-school curriculum planning and facilitate implementation of the plans;
   (b) To support the school head in planning and coordinating assessment policy and assessment practices;
   (c) To lead teachers/specialist staff in improving learning and teaching strategies;
   (d) To promote a professional exchange culture; and
   (e) To take up a reasonable teaching load (about 50% of the average teaching load of a teacher in the school) for trying out or piloting different strategies for further curriculum development.
Training and Professional Development of the Primary School Curriculum Leader

9. Newly-appointed Primary School Curriculum Leaders should complete the professional development programme(s) on curriculum leadership on or before the first year of their appointment. Details of those training programmes will be announced from time to time.

10. EDB will continue to provide ongoing support such as visits for school-based support, professional development programmes and sharing to all Primary School Curriculum Leaders.

Evaluation

11. Schools are required to reflect achievements in the major curriculum development plans initiated and coordinated by the Primary School Curriculum Leader to bring about improvement in learning, teaching and assessment in the School Report. Schools should make available their School Reports to teachers, parents and members of the public.

Enquiries

12. For enquiries, please contact the School Development Officer of your district for appointment and administrative matters, or the Kindergarten and Primary Section of CDI for training matters.

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Appendix

Curriculum Leadership Grant (CLG)

The Usage

1. The usage of CLG is limited to expenditures incurred by hire of temporary staff outside the approved staff establishment of the schools concerned, who may be monthly-paid temporary teachers or teaching assistants, or hire of outside services and/or personnel on a temporary basis for teacher professional development programmes related to the duties of the curriculum leader. Schools are not allowed to use CLG for other purposes. [N.B. The school is advised to employ a monthly-paid temporary teacher to take up classroom teaching duties. In case a monthly-paid temporary teacher is not available for a short period, the school may employ a daily-rated supply teacher to take up the teaching duties. Hire of teaching assistants or outside services and/or personnel applies only when there is unexpended balance of CLG]

The Amount

2. The amount of CLG per school per annum is commensurate with 50% of the salary of a teacher at MPS Point 14 for 12 months plus the employer’s contribution under the MPF scheme at 5%. The grant rate will be adjusted to reflect the change of the civil service pay scale, if any.

3. If a school is to close, all the unexpended balance of CLG will be clawed back based on audited accounts submitted.

4. If a school is provided with a post and no longer eligible for CLG in the coming school year, all the unexpended balance of CLG will be clawed back based on the audited accounts of the last school year submitted.

Payment and Accounting Arrangements

5. Payment of CLG will be made annually to the school in one lump sum in August of each year.
6. For accounting and auditing purposes, schools should keep a separate ledger account named “Curriculum Leadership Grant (CLG)” to record all the incomes and expenditures chargeable to CLG. The expenses chargeable to the CLG account include salaries and employer’s contribution to MPF scheme of the monthly-paid temporary teachers (and daily-rated supply teachers)/teaching assistants, and honorarium/service charges of outside services and/or personnel on a temporary basis for teacher professional development programmes related to the duties of the curriculum leader. As usual, payment records should be kept for seven years.

7. Schools should reflect the unexpended balance or surplus of CLG clearly in the CLG ledger. The school may retain surplus up to 12 months’ provision of CLG with the excess surplus to be clawed back based on annual audited accounts submitted. Schools are not allowed to overspend CLG. Deficit incurred by overspending in the CLG ledger, if any, will have to be met by the schools’ own funds immediately.

Appointment Matters

8. To effectively perform the role of a curriculum leader, the teacher appointed should possess rich experiences in classroom teaching in primary schools and some experiences in school-based curriculum initiatives or innovations. He/She is required to complete the professional development programme(s) on curriculum leadership on or before the first year of appointment.

9. The school may appoint by internal deployment an experienced teacher (who may be a PSM, an AM, an APSM, or a CM) to serve as the curriculum leader. Making use of CLG, the school may employ a 0.5 part-time monthly-paid temporary teacher to take up 50% of the teaching load of the teacher who is appointed as the curriculum leader; or, when there is unexpended balance of CLG, a temporary teaching assistant to assist the curriculum leader in teaching-related and curriculum resource development tasks, and/or hire of outside services and/or personnel for related teacher professional development programmes.

10. For appointment of monthly-paid temporary teachers, aided schools are advised to refer to the Guides to Appointment currently in force. Schools should also ensure that these temporary teachers are clearly informed of the nature and duration of their temporary appointments.
11. The amount of CLG covers all expenditures incurred by hire of temporary staff, such as salaries, employer’s contribution under the MPF scheme, severance payment and statutory welfare stipulated in Employment Ordinance. If the temporary teacher hired under CLG takes leaves, the school should not submit application to EDB for supply teacher or temporary teacher grant.