



# NET Recruitment and Management Service 2024 | 2025

外籍英語老師招聘及管理服務





# About 關於 Headstart Group

Headstart Group has just celebrated its 17th birthday! For the last 17 years, It has been providing successful English enhancement programmes and NET Recruitment and Management Service to more than 270 schools in Hong Kong. It is firmly recognised as a pre-eminent name in the industry.

Headstart Group 在長達17年的時間，已成功為香港270多所學校提供英語增潤課程及外籍英語老師招聘和管理服務，在業界建立了卓越的聲譽。

“Our society, our world and our future depend on our investment in **HUMAN CAPITAL!**”

「我們的社會與及世界的未來全賴於我們在人力資源的投放！」

## Our Guiding Belief 我們堅定的信念

Human capital investment is the single most important investment that one can make.  
人力資源是極其重要而長遠的投資。

## Headstart Total Solution 全領域服務策略

### Prompt and Attentive Services 迅速和細心的服務

Our Educational Services Team is prompt and responsive. Its team members cut every operational process into fine details so quality of our service is truly assured.

我們的專業教育服務團隊會迅速回應並跟進您的需求，我們的團隊會細心分析服務範疇中所有細節，確保為學校提供最高質素的教育服務。

### Dedicated NETs with Good Work Ethics 專業及敬業的 外籍英語老師

Our Teacher Recruitment Team scouts Hong Kong and the world for the most suitable NETs and allocates them appropriately to meet our schools' needs.

我們的專業招聘團隊在香港及世界各地為學校尋找最合適的外籍英語老師。

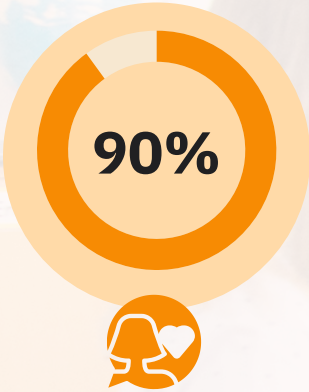
### Excellent Quality Products 高品質創意教材

Our Curriculum Team is made up of professionals who take pride in creating top quality and cutting-edge curriculum.

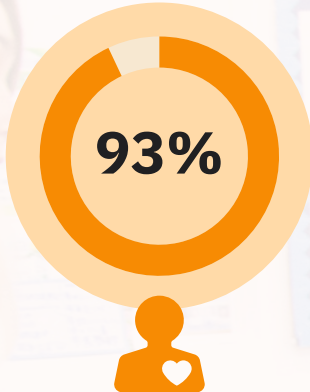
我們的專業課程設計團隊會特別為學校制定高質素及創意教材。



of our schools will **recommend** us  
學校會**推薦**我們



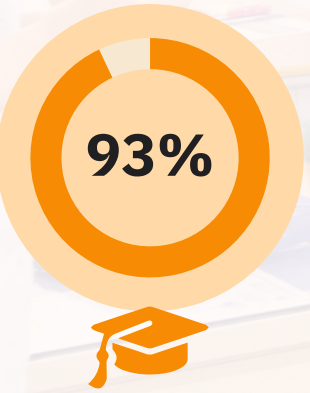
of our schools are **very satisfied** with  
our NETs' performance.  
學校**非常滿意**我們外籍英語老師的表現



of our students are **very satisfied** with  
our NETs' performance.  
學生**非常滿意**我們外籍英語老師的表現



**NETs** in Service  
位**外籍英語老師**正於學校任教



of our NETs possess a  
**bachelor or higher degree**  
外籍英語老師擁有**本科或以上學歷**



of our NETs are skilled at using  
**educational technology**.  
外籍英語老師能善用現今各種**教育科技**



of our NETs possess **PGDE/PGCE/  
TEFL/TESOL**  
外籍英語老師擁有專業或英語教學資格  
**PGDE/PGCE/TEFL/TESOL**



Peter J Murray

★★★★★

I am happy with the work  
relationship with  
Headstart and I am  
looking forward to  
continuing our fruitful  
partnership.



Amy Holdsworth

★★★★★

I am very pleased with  
how Headstart  
collaborates with me and  
the schools. They truly  
understand our needs.



Vanita Chhabria

★★★★★

I highly appreciate  
Headstart's commitment  
to effective  
communication.  
They promptly address  
all my concerns.



**We are committed to serving our schools and our students with relentless effort.**

**We are proud to make an impact on the most important industry in the world – EDUCATION.**

Headstart 踏入十八載，努力不懈，邁步前進，為學生全心全意地服務，並致力為學界作出貢獻。



## **NET Recruitment & Management Service**

### **外籍英語老師招聘及監管服務**

We fully understand that qualified, energetic and caring NETs with good attitude are important to our schools. The company works tirelessly to build a solid NET team to serve our schools and our students.

我們深深明白每所學校都希望聘請到高質素、有活力、有愛心和敬業的外籍英語老師在校內進行英語教學。我們的專業招聘團隊以此為己任：竭盡所能確保有最好的外籍英語老師能為我們的學校和學生服務。

## **Headstart Academy**

### **Headstart 學院**

Headstart Academy provides systematic and practical workshops to improve our NETs' teaching quality and effectiveness. Our NETs attend these training to ensure they possess the skills to deliver impactful lessons.

Objectives of HSG Academy are:

- To advance teachers' teaching skills
- To enhance teachers' professional knowledge
- To support teachers in their planning and development of school-based English curriculum

Headstart Academy 為外籍英語老師提供實用的培訓工作坊，旨在提高他們的教學質素和成效。

Headstart 學院的目標是：

- 提升外籍英語老師的教學技能
- 豐富外籍英語老師的專業教學知識
- 支援老師策劃及開發校本英語課程





# Full-scale Support

## 全方位支持

Our dedication lies in delivering extensive and comprehensive support to both our schools and our NETs. Our aim is to establish a strong partnership that fosters impactful teaching and learning experiences for students.

我們致力為學校和外籍英語老師提供全面及全方位的支持，旨在建立一個穩固且和諧的合作夥伴關係，促進學生的學習體驗及成效。



### Continuous Training and Development

#### 持續訓練及發展

Through Headstart Academy, our NETs receive regular training. Popular modules include Classroom Management, Lesson Planning and Development.

通過 Headstart Academy，我們的外籍英語老師會定期接受培訓。常見課題包括課堂管理、課程規劃及開發。



### Class Observation and Performance Monitoring

#### 課堂觀察及表現評估

Twice a year, we conduct class observations to monitor NETs' performance and provide support where it is needed.

一年兩次，我們會定期進行課堂觀察，以確保外籍英語老師表現並及時提供協助。



### Attendance Supervision

#### 出勤監管

Supervise attendance issues such as punctuality and leave application.

為學校檢查老師出勤情況，包括請假申請及代課老師安排等問題。



### Career Consultation and Support

#### 職業諮詢及支援

Provide mentorship on career plans and advice on EDB NET scheme.

為外籍英語老師提供職業諮詢及支援服務，以確保外籍英語老師能夠跟上教育界趨勢。



### Onboarding and Orientation

#### 入職及持續發展

Help our NETs to appreciate Hong Kong school system, work culture; value and ethics, so that they can adapt effectively to their teaching positions.

協助外籍英語老師了解香港教育制度、工作文化、價值觀和道德觀，讓他們有效地適應教學崗位。



### Social and Community Engagement

#### 社會和社區參與

Host social gatherings and community events to bring cultural integration and to satisfy NETs' drive for civil pursuit.

舉辦社交聚會及社區關愛活動，促進文化融合。



### Complementary Materials by Curriculum Team

#### 課程團隊協助開發教材

Support our NETs to develop teaching materials when needed.

有需要時協助外籍英語老師開發校本教材。



### Teacher Assistant

#### 老師助理

Organise teacher assistant to assist NETs in times of need.

有需要時可以安排老師助理在學校支援。



## Important Timeline 時間表及流程

**February – April**  
二月 - 四月

- Schools send out tenders and NETs specification  
學校寄出標書及提供對NETs的要求
- Headstart submits tenders  
Headstart 回覆標書

**April – June**  
四月 - 六月

- Schools receive NETs profiles and conduct interview with candidates  
學校收到NETs的履歷並與候選人面試

**May – August**  
五月 - 八月

- Schools confirm NETs selection  
學校確定人選
- Contract drafting  
草擬合約
- Visa application  
申請工作簽證
- Contract signing  
簽署合約

**August – September**  
八月 - 九月

- NETs' onboarding and orientation  
職前導向
  - Understanding work culture, value and ethics  
了解本土工作文化，價值觀及準則
  - Understanding local education system  
熟悉本地教育制度
  - Understanding school expectations and requirements  
掌握學校的期望和要求
- NETs report for duty  
NETs 進校任教

**September onward**  
九月以後

- Ongoing performance monitoring  
持續進行表現監管
  - Class Observation in **April** and **November**  
四月和十一月進行課堂觀察



# Passion

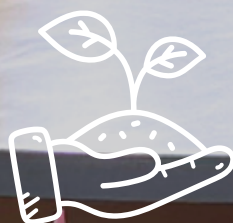
Underlies Everything We Do

Present



Headstart Group

2006





# Words from Schools 學校的話



## 基督教香港信義會心誠中學 FANLING LUTHERAN SECONDARY SCHOOL

270, Jockey Club Road, Fanling, N.T. Hong Kong. Tel.: 2670 0541 Fax: 2670 0640

November 2, 2023

Subject: Commendation for Headstart Group

Dear Sir/Madam,

I am writing to express my sincere appreciation for the long-term partnership between our organisations in various programmes over the years. The collaboration between us has been an enriching and mutually beneficial experience, and I would like to take this opportunity to acknowledge the outstanding professional service and support provided by your team.

I would like to highlight the exceptional English TSA oral training programme offered by the Headstart Group. The comprehensive curriculum, coupled with the expertise of your trainers, has proven to be instrumental in helping students develop their oral communication skills. The programme not only equips them with the necessary language proficiency but also cultivates their confidence. I have seen improvements in the speaking abilities of students, and it is undoubtedly a testament to the effectiveness of your programme.

Furthermore, the DSE enhancement courses have been invaluable in preparing students for one of the most crucial milestones in their academic journey. The well-structured curriculum, which covers a wide range of skills in English, ensures that students are thoroughly equipped with the knowledge necessary to excel in the HKDSE examinations. The commitment and dedication demonstrated by your team in providing personalized guidance to each student is commendable.

In addition to the academic programmes, the Headstart Group's Fun Day events have been a tremendous source of enrichment and enjoyment for students. These events not only provide a platform for students to engage in fun and interactive activities but also foster a sense of community and camaraderie among participants. The attention to detail and the thoughtful planning that goes into organizing these events is truly remarkable, and it creates a positive and memorable experience for all attendees.

Overall, the Headstart Group has consistently demonstrated a commitment to student development. Your professional services have undoubtedly enriched our educational landscape. I wholeheartedly recommend the Headstart Group for its academic support and enrichment opportunities.

Once again, I extend my sincere gratitude and best wishes to the

Yours faithfully,  
Michelle Lam  
English Panel Chairperson  
Fanling Lutheran Secondary School

Fanling Lutheran  
Secondary School  
★★★★★

I would like to acknowledge the outstanding professional service Headstart Group has provided. Their programme not only equips our students with the necessary language proficiency but also cultivates their confidence.

Ms. Michelle Lam  
English Panel Chairperson

## Certificate of Appreciation

### Headstart Group

For organizing English courses and programmes that help our students in improving and experiencing fun in the use of English language

Yours sincerely,  
Mr. Tong Hing Keung  
Principal  
St. Peter's Secondary School

Mr. Tong Hing Keung  
Principal

St. Peter's  
Secondary School

★★★★★

Appreciate Headstart Group for organising English courses and programmes that help our students to improve and experience fun in the use of English language.

Buddhist Kok Kwong Secondary School  
Buddhist Kok Kwong Secondary School  
100A, Kowloon Road, Kowloon, N.T. Hong Kong  
TEL: 2467 3737  
FAX: 2468 8509  
Website: www.bkss.edu.hk



佛教慈光法師中學  
Buddhist Kok Kwong Secondary School  
100A, Kowloon Road, Kowloon, N.T. Hong Kong  
電話：2467 3737  
傳真：2468 8509  
網址：www.bkss.edu.hk

Dear Headstart Group,

I would like to express our appreciation for the high quality English programme you have conducted for our students. They enjoyed it and have gained from it. Also, we are pleased with the tutors' performance and the running of the programme.

I look forward to our continued cooperation.

Yours sincerely,  
Wong Man Chi  
Junior Form Panel Chairperson

Ms. Wong Man Chi  
Junior Form Panel Chairperson

Buddhist Kok Kwong  
Secondary School

★★★★★

I would like to express our appreciation for the high quality English programme Headstart Group has conducted for our students. They have enjoyed it and gained from it. Also, we are pleased with the tutors' performance.



佛教黃梓堯小學  
Buddhist Wong Cheuk Um Primary School

Headstart Group Ltd.  
Unit 2508, Nanyang Plaza,  
57 Hung To Road, Kwun Tong,  
Kowloon,  
Hong Kong

6<sup>th</sup> February, 2020

Dear Headstart Group,

I write to express my appreciation for your help and support in organising English programmes. Our students have a valuable and fruitful learning experience. We are pleased with the tutors' performance and the running of the programmes. The teaching materials from Headstart Group are practical and user-friendly.

Headstart Group is incredibly efficient and responsive. Our joint venture has been an enjoyable working experience and I look forward to our further cooperation.

Yours sincerely,

Mr Hui Ting Kwok  
Principal

總辦：黃梓堯 陳乙明 梁文生  
香港觀塘黃梓堯道11號  
Tel: 23762618 Fax: 23828449  
11, Eastern Hospital Road, Causeway Bay, H.K.  
www.bwcp.edu.hk

Buddhist Wong Cheuk Um  
Primary School  
★★★★★

Headstart Group is incredibly efficient and responsive. We are pleased with the tutors' performance and the running of the programmes. The teaching materials from Headstart Group are practical and user-friendly.

Mr. Hui Ting Kwok  
Principal



中華基督教會基灣小學  
THE CHURCH OF CHRIST IN CHINA KEI WAN PRIMARY SCHOOL

敬啟者：Our Ref:  
敬啟者：Your Ref:

13<sup>th</sup> December 2019

### To whom it may concern

The Headstart Group Limited has provided invaluable assistance to our School at over the years. Throughout our years of cooperation, we have come to expect excellent communication and professional personnel. The communication officer listens to us and provides many teachers to support our English speaking program for the Primary level four to Primary level six students.

Over the years, we have had many friendly and effective teachers sent to us from Headstart. They are always on time, have a big smile for the students, and leave the students and staff with favourable impressions.

Yours truly,

Mr Chan Chi Cheung

Mr. Chan Chi Cheung  
English Panel Head

The Church of Christ  
in China Kei Wan  
Primary School

★★★★★

Headstart Group has provided invaluable assistance to us over the years. We have had many friendly and effective teachers sent to us, leaving our students and staffs with favourable impressions.

## Contact us

## Headstart Group Ltd.

5/F, The Quayside, 77 Hoi Bun Road, Kwun Tong, Hong Kong  
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