

Tsuen Wan Government Secondary School
Proposed Plan for use of the Capacity Enhancement Grant (2016/17)

Task	Major Area(s) of Concern	Strategies/Tasks	Time Scale	Resources required	Success criteria/ outcomes	Evaluation methods	Staff i/c
Learning and Teaching	1. To relieve teachers' workload on non-teaching duties so that they can concentrate on improving the learning and teaching strategies. 2. To provide support to teachers in collaborative lesson preparation and teaching.	To employ <u>one</u> full-time Teaching Assistant (Diploma Level) for Chinese Department to <ul style="list-style-type: none"> • take up invigilation duties in examinations • assist in preparation of IT & AV materials and setting up of equipment for learning and teaching • assist in preparation of teaching materials and documents • assist in co-curricular and extra-curricular activities • assist in after-school remedial classes 	September 2016 to August 2017	Total salary of <u>one</u> Teaching Assistant (Diploma Level) (incl. 5% MPF) for 12 months: \$14,425 (subject to review) × 12 × 1.05 = \$181,755	1. 80% of Chinese teachers find that their time spent in undertaking non-teaching duties is reduced. 2. 80% of Chinese teachers find that they can concentrate on improving the learning and teaching strategies with the help offered by the teaching assistants. 3. 80% of Chinese teachers find that the teaching assistants can offer support to teachers in collaborative lesson preparation and teaching.	1. Opinion survey of teachers from Chinese Department. 2. Scrutinize the records of learning and extra-curricular activities from Chinese Department. 3. Scrutinize the records of collaborative lesson preparation documents from Chinese Department.	LEUNG Hiu-muk TUNG Man-shan
		To employ <u>one</u> full-time Teaching Assistant (Certificate Level) to <ul style="list-style-type: none"> • assist in management of the school library • assist in preparation of IT & AV materials and setting up of equipment for learning and teaching • assist in procurement of library books • assist in co-curricular and extra-curricular activities 	September 2016 to August 2017	Total salary of <u>one</u> Teaching Assistant (Certificate Level) (incl. 5% MPF) for 12 months: \$11,805(subject to review)× 12 ×1.05 = \$148,743	1. 80% of teachers find that their time spent in undertaking non-teaching duties is reduced. 2. 80% of teachers find that the teaching assistant can offer help in procurement of library books.	1. Opinion survey of the teachers. 2. Inspect record of library books.	LEUNG Hiu-muk CHAN Sau-yee

Amount required = \$330,498