

Tsuen Wan Government Secondary School
Proposed Plan for use of the Capacity Enhancement Grant (2017/18)

Task	Major Area(s) of Concern	Strategies/Tasks	Time Scale	Resources required	Success criteria/outcomes	Evaluation methods	Staff i/c
Promoting learning and teaching effectiveness	1. To relieve teachers' workload on non-teaching duties so that they can concentrate on improving learning and teaching strategies. 2. To support teachers in collaborative lesson preparation and teaching.	To employ <u>one</u> full-time Teaching Assistant (Diploma Level) for Liberal Studies Department, ECA Coordination Team and External Examination Team to <ul style="list-style-type: none"> assist in preparation of teaching materials and documents for Liberal Studies Department assist in clerical work related to ECA activities and external examinations go on outings with students for learning activities 	September 2017 to August 2018	Total salary of <u>one</u> Teaching Assistant (Diploma Level) (incl. 5% MPF and 5% projected salary increase) for 12 months: $\$15,100 \times 1.05 \times 1.05 \times 12 = \$199,773$	1. Liberal Studies teachers, and teachers responsible for ECA and External Examination find that the teaching assistant can offer support in clerical work and preparing learning and teaching materials. 2. Liberal Studies teachers and teachers responsible for ECA and External Examination find that they can concentrate on improving learning and teaching strategies with the help offered by the teaching assistant.	1. Opinion survey of teachers from Liberal Studies Department, ECA Coordination Team and External Examination Team. 2. Scrutinize records of learning and extra-curricular activities from Liberal Studies Department and ECA Coordination Team 3. Scrutinize records from External Examination Team.	CHAN Wai-yin LEE Hon-bon FUNG Suk-ye
		To employ <u>one</u> full-time Teaching Assistant (Diploma Level) for Chinese Language Department, Scholarship Team and Internal Examination Team to <ul style="list-style-type: none"> assist in preparation of teaching materials and documents for Chinese Language Department assist in clerical work related to awards and scholarships, and internal examinations go on outings with students for learning activities 	September 2017 to August 2018	Total salary of <u>one</u> Teaching Assistant (Diploma Level) (incl. 5% MPF and 5% projected salary increase) for 12 months: $\$15,100 \times 1.05 \times 1.05 \times 12 = \$199,773$	1. Chinese Language teachers, and teachers responsible for Scholarships and Internal Examination find that the teaching assistant can offer support in clerical work and preparing learning and teaching materials. 2. Chinese Language teachers and teachers responsible for Scholarships and Internal Examination find that they can concentrate on improving learning and teaching strategies with the help offered by the teaching assistant.	1. Opinion survey of teachers from Chinese Language Department, Scholarship Team and Internal Examination Team. 2. Scrutinize the records of learning and extra-curricular activities from Chinese Language Department. 3. Scrutinize records from Scholarship Team and Internal Examination Team.	TUNG Man-shan PO Tsz-yan CHOW Chi-fai
Amount required = \$399,546							