

**Tsuen Wan Government Secondary School**  
**Proposed Plan for use of Senior Secondary Curriculum Support 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	<ol style="list-style-type: none"> <li>To relieve teachers' workload on non-teaching duties so that they can concentrate on improving the learning and teaching strategies.</li> <li>To provide support to teachers in collaborative lesson preparation and teaching.</li> </ol>	<p>To employ <u>two</u> full-time Teaching Assistant (Diploma Level), one for English Department and one for Liberal Studies to</p> <ul style="list-style-type: none"> <li>take up invigilation duties in examinations</li> <li>assist in preparation of IT &amp; AV materials and setting up of equipment for learning and teaching</li> <li>assist in preparation of teaching materials and documents</li> <li>assist in co-curricular and extra-curricular activities</li> <li>assist in after-school remedial classes</li> </ul>	September 2016 to August 2017	Total salary of <u>two</u> Teaching Assistants (Diploma Level) (incl. 5% MPF) for 12 months: $\$14,425 \text{ (subject to review)} \times 2 \times 12 \times 1.05 = \$363,510$	<ol style="list-style-type: none"> <li>80% of English/Liberal Studies teachers find that their time spent in undertaking non-teaching duties is reduced.</li> <li>80% of English/Liberal Studies teachers find that they can concentrate on improving the learning and teaching strategies with the help offered by the teaching assistants.</li> <li>80% of English/Liberal Studies teachers find that the teaching assistants can offer support to teachers in collaborative lesson preparation and teaching.</li> </ol>	<ol style="list-style-type: none"> <li>Opinion survey of teachers from English/Liberal Studies Departments.</li> <li>Scrutinize the records of learning and extra-curricular activities from English/Liberal Studies Departments.</li> <li>Scrutinize the records of collaborative lesson preparation documents from English/Liberal Studies Departments.</li> </ol>	<p>LEUNG Hiu-muk</p> <p>WONG Sau-yee</p> <p>CHAN Wai-yin</p>
<p>(a) Amount required = \$363,510</p> <p>(b) Amount for topping up ESSCSG expenditure in 2016/17: ~ \$115,000</p> <p><b>Total expenditure in 2016/17: \$363,510 + \$115,000 = \$478,510</b></p>							