## Proposed Plan for use of the Capacity Enhancement Grant (2015/16)

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| Learning and Teaching | 1. To relieve teachers’ workload on non-teaching duties so that they can concentrate on improving the learning and teaching strategies. | To employ two full-time Teaching Assistants (Diploma Level), one for English Department and one for Chinese Department to  
• take up invigilation duties in examinations  
• assist in preparation of IT & AV materials and setting up of equipment for learning and teaching  
• assist in typing and other clerical duties  
• assist in co-curricular and extra-curricular activities  
• assist in after-school remedial classes | September 2015 to August 2016 | Total salary of two Teaching Assistants (Diploma Level) (incl. 5% MPF) for 12 months: $13,790 (subject to review) \times 2 \times 12 \times 1.05 = $347,508 | 1. 70% of English/Chinese teachers find that their non-teaching workload is being relieved.  
2. 70% of English/Chinese teachers find that they can concentrate on improving the learning and teaching strategies with the help offered by the teaching assistants.  
3. 70% of English/Chinese teachers find that the teaching assistants can offer support to teachers in collaborative lesson preparation and teaching. | 1. Opinion survey of teachers from English and Chinese Departments.  
2. Scrutinize the records of learning and extra-curricular activities from English and Chinese Departments.  
3. Scrutinize the records of collaborative lesson preparation documents from English and Chinese Departments. | LEUNG Hiu-muk  
WONG Sau-ye  
TUNG Man-shan |
| Learning and Teaching | 2. To provide support to teachers in collaborative lesson preparation and teaching. | To employ one full-time Teaching Assistant (Certificate Level) to  
• 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 typing and other clerical duties  
• assist in co-curricular and extra-curricular activities | September 2015 to August 2016 | Total salary of one Teaching Assistant (Certificate Level) (incl. 5% MPF) for 12 months: $11,285(subject to review) \times 12 \times 1.05 = $142,191 | 1. 70% of teachers find that their non-teaching workload is being relieved.  
2. 70% of teachers find that the teaching assistant can offer help in managing the subject-based resource materials at the school library. | 1. Opinion survey of the Head of Departments.  
2. Inspection of the school library. | LEUNG Hiu-muk  
CHAN Sau-ye |

**Total resource required = $489,699**