
<table>
<thead>
<tr>
<th>Task</th>
<th>Major Area(s) of Concern</th>
<th>Strategies / Tasks</th>
<th>Time Scale</th>
<th>Resources required</th>
<th>Success criteria / outcomes</th>
<th>Evaluation methods</th>
<th>Staff i/c</th>
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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  
2. To provide support to teachers in collaborative lesson preparation and teaching | To employ TWO full-time teaching assistants (Diploma Level) to  
• Take up invigilation duties of 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 2011 to August 2012 | Total salary of two TEACHING ASSISTANTS (Diploma Level) (incl. 5% MPF) for 12 months  
\[= \$11,295 \times 2 \times 12 \times 1.05 = \$284,634\] | 1. Non-teaching workload of teachers relieved  
2. More after-school remedial classes and co- & extra-curricular activities organized | 1. Performance appraisal of teaching assistants  
2. Opinion survey of teachers  
3. Records of learning and extra-curricular activities | CHAN KW |
| | | To employ ONE full-time teaching assistant (School Certificate Level) to  
• 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 management of the school library | | Total salary of one TEACHING ASSISTANT (School Certificate Level) (incl. 5% MPF) for 12 months  
\[= \$9,240 \times 12 \times 1.05 = \$116,424\] | | |

Total resource required = $401,058

*Endorsed in Third SMC Meeting on 7th July 2011*
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<td>Learning and</td>
<td>To share the teaching load of staff in selected subjects in</td>
<td>To employ TWO temporary teachers to teach different</td>
<td>September 2011 to</td>
<td>Salary of Teacher 1: $(25,715 + 1,250) \times 12 =</td>
<td>1. Teaching workload of teachers relieved</td>
<td>1. Teaching load changes of teachers</td>
<td>CHAN KW</td>
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<tr>
<td>Teaching</td>
<td>order to create time for them to plan for the implementation</td>
<td>subjects</td>
<td>August 2012</td>
<td>$323,580</td>
<td>2. Teachers have more room to prepare for NSS</td>
<td>2. Opinion survey of teachers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of NSS</td>
<td></td>
<td></td>
<td>Salary of Teacher 2: $(28,380 \times 3) + (29,790 \times 9) + (1,250 MPF \times 12) = $368,250</td>
<td></td>
<td>3. Performance appraisal of temporary teachers</td>
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Total resource required = $691,830

(shortfall to be made up with surplus to be deployed from 835-138 OEP / 835-141 CEG)

Endorsed in Third SMC Meeting on 7th July 2011
### Tsuen Wan Government Secondary School Plan for use of Teachers’ Professional Preparation Grant (2011/12)

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| Learning and Teaching     | To appoint supply teachers to provide relief for teachers attending NSS-related professional development programmes and to create time for teachers to plan for the implementation of the NSS curriculum | Appointing supply teachers | September 2011 to August 2012 | Salary of supply teachers employed on daily basis = $1,107 (graduate) / $1,005 (non-graduate) | 1. Teaching workload of teachers relieved  
2. Teachers have more room to prepare for NSS | 1. Teaching load changes of teachers  
2. Opinion survey of teachers  
3. Performance appraisal of temporary teachers | CHAN KW                     |

**Endorsed in Third SMC Meeting on 7th July 2011**
## Tsuen Wan Government Secondary School Plan for use of Teacher Relief Grant (2011/12)

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| Learning and Teaching | To appoint supply teachers to provide relief for teachers attending NSS-related professional development programmes and to create time for teachers to plan for the implementation of the NSS curriculum | Appointing supply teachers                                                        | Sept 2011 to Aug 2012 | Salary of supply teachers employed on daily basis = $1,107 (graduate) / $1,005 (non-graduate) | 1. Teaching workload of teachers relieved  
2. Teachers have more room to prepare for NSS | 1. Teaching load changes of teachers  
2. Opinion survey of teachers  
3. Performance appraisal of temporary teachers | CHAN KW |
|                       | To relieve teachers’ workload on non-teaching duties so that they can concentrate on improving the learning and teaching strategies | Employing ONE full-time teaching assistants (Diploma Level) to:  
Take up invigilation duties of 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 | | | | | |

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Endorsed in Third SMC Meeting on 7th July 2011