### Tsuen Wan Government Secondary School
#### Proposed Plan for use of Senior Secondary Curriculum Support Grant (2016/17)

<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>
</tr>
</thead>
</table>
| 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 Assistant (Diploma Level), one for English Department and one for Liberal Studies 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 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 two Teaching Assistants (Diploma Level) (incl. 5% MPF) for 12 months: $14,425 (subject to review)×2×12×1.05 = $363,510 | 1. 80% of English/Liberal Studies teachers find that their time spent in undertaking non-teaching duties is reduced.  
2. 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.  
3. 80% of English/Liberal Studies teachers find that the teaching assistants can offer support to teachers in collaborative lesson preparation and teaching. | 1. Opinion survey of teachers from English/Liberal Studies Departments.  
2. Scrutinize the records of learning and extra-curricular activities from English/Liberal Studies Departments.  
3. Scrutinize the records of collaborative lesson preparation documents from English/Liberal Studies Departments. | LEUNG Hiu-muk  
WONG Sau-yee  
CHAN Wai-yin |

(a) Amount required = $363,510  
(b) Amount for topping up ESSCSG expenditure in 2016/17: ~ $115,000  
Total expenditure in 2016/17: $363,510 + $115,000 = $478,510