Tsuen Wan Government Secondary School
Proposed Plan for use of the Capacity Enhancement Grant (2019/20)

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 Healthy School Program Team to • assist in preparation of teaching materials and documents for Liberal Studies Department • assist in clerical work related to ECA activities and Healthy School programs • go on outings with students for learning activities	September 2019 to August 2020	Total salary of <u>one</u> Teaching Assistant (Diploma Level) (incl. 5% MPF and 5% projected salary increase) for 12 months: $16,245 \times 1.05 \times 1.05 \times 12$ $= \$214,921$	1. Liberal Studies teachers, and teachers responsible for ECA and Healthy School Program 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 Healthy School Program 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 Healthy School Program Team. 2. Scrutinize records of learning and extra-curricular activities from Liberal Studies Department and ECA Coordination Team. 3. Scrutinize records from Healthy School Program Team.	CHAN Wai-yin LUI Shiu-cheong
		To employ <u>one</u> full-time Teaching Assistant (Diploma Level) for English Language Department, Award/Scholarship Team and CLP Team to • assist in preparation of teaching materials and documents for English Language Department • assist in clerical work related to award/scholarship and CLP • go on outings with students for learning activities	September 2019 to August 2020	Total salary of <u>one</u> Teaching Assistant (Diploma Level) (incl. 5% MPF and 5% projected salary increase) for 12 months: $16,245 \times 1.05 \times 1.05 \times 12$ $= \$214,921$	1. English Language teachers, and teachers responsible for award/scholarship and CLP find that the teaching assistant can offer support in clerical work and preparing learning and teaching materials. 2. English Language teachers and teachers responsible for award/scholarship and CLP 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 English Language Department, Award/Scholarship Team and CLP Team. 2. Scrutinize the records of learning and extra-curricular activities from English Language Department. 3. Scrutinize records from Award/ Scholarship Team and CLP Team.	WONG Sau-yee PO Tsz-yan

Amount required = $429,842