Plan on Use of Capacity Enhancement Grant in 2013/2014 School Year

Name of School: United Christian College (Kowloon East)
Means by which teachers have been consulted: EC and Staff Meetings
No. of operating classes: 30

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Evaluation by person-in-charge
Coping with special learning needs of the students	To help students with learning needs in Chinese and Math (for elites and for remedial needs)	• To employ two teaching assistants to relieve Chinese and Math teachers' workload so that they can take care of students with diversified learning needs • The teaching assistant will help out in the preparation of Chinese and Math teaching materials.	Students with diversified learning needs in Chinese and Math can be taken care of	From September 2013 onward for one year.	Salary of the teaching assistant for the year ---- TA (Chi) YWL $182,196 [$14,460 per month and 5% MPF] TA (Math) HHY $171,360 [$13,600 per month and 5% MPF]	Teachers can find more room in enhancing their Chinese and Math teaching. Students in enhancement and intervention classes will have made progress or improvement in their English / Math ability and academic results.	(Supervisor: CLMY) Miss Yim handled the administrative work most professionally. She assisted to the bulletin board decoration and helped with the preparation of oral exams and other administrative work of the Chinese department. In general, teachers enjoyed working with Miss Yim. Mr. Tsu (who succeeded Miss Yim) worked hard and mastered his work efficiently; he showed willingness to offer instant help in urgent situation, and handled the administrative work quite well. He was efficient, responsible, completes all his work whole-heartedly. He assisted with the Chinese remedial classes and also taught the Chinese foundation class (S1, S2) during the school year. He assisted to the bulletin board decoration and helped with the preparation of oral exams and other administrative work of the Chinese department. The department head was impressed by the caliber and ability that Mr. Tsu demonstrates. In general, teachers enjoyed working with Mr. Tsu.

							(Supervisor: NHY) HHY had helped the department of mathematics a lot in preparing various kinds of material in both enrichment and remedial dimensions. The materials had helped students to improve their performance in internal examination significantly. For external examination, he had also helped tutoring remedial lessons. HHY had also taken part in the preparation of open day. In which, he had an outstanding performance. His contribution in ICT and science subjects did also matter. He helped both subjects to manage their teaching materials. He also helped ICT teachers to mark students' assignments.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation People Responsible
To alleviate non-teaching administrative work of teachers	To relieve teachers of administrative burdens so as to provide students with greater care	To employ teaching assistant to relieve non-teaching administrative burdens of teachers such as record keeping, word processing and other logistics	Subject teachers can find help from the respective TA	From September 2013 onward for one year.	Salary of the teaching assistant for the year ---- MJV (50%) $91,098 [$14,460 per month and 5% MPF]	Teachers can find more time and space in tackling the teaching workload as well as in counseling students	(Supervisor: TNYM) Miss Jovi Ma regularly goes beyond what was required of the job, so the purpose to relieve teachers' administrative burdens was achieved, so teachers could provide students with greater care. Jovi consistently displayed exceptional performance in all areas of responsibility, especially to assist different subjects' teachers (Bible, BAFS and Economics) to prepare teaching materials. Jovi also assisted to arrange remedial classes to take care students with lower learning ability. Planned objectives were achieved well above the established standards.
					Total: $444,654*		

*$8,686 to be deployed from the school fund to make up the difference with the provision of $435,968 ($524x832, an estimation only)