Plan on Use of Capacity Enhancement Grant in 2014/2015 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 (e.g. in which ways teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
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 2014 onward for one year.	Salary of the teaching assistant for the year ---- TA (Chi) $166,871.25 [$13,243.75 per month and 5% MPF] TA (Math) $150,885 [$11,975 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.	Feedback from teachers; observation on students' progress	Mrs. Chan Liu Man Ying & Mr. Ng Ho Yin

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To alleviate non-teaching administrative work of teachers	To relieve teachers of administrative burdens so as to provide students with greater care	To employ an administrative officer 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 administrative officer	From September 2014 onward for one year.	Salary of the teaching assistant for the year ---- (75%) $165,233.25 [$17,485 per month and 5% MPF]	Teachers can find more time and space in tackling the teaching workload as well as in counseling students	Feedback from teachers	Mrs. Fung Kwong Yee Sze
					Total: $482,989.50*			

*$2,184.50 to be deployed from the school fund to make up the difference with the provision of $480,805 ($569x845, an estimation only)