Evaluation on the Plan on Use of Capacity Enhancement Grant in 2011/2012 School Year

Name of School: United Christian College (Kowloon East)
Means by which teachers have been consulted: EC meeting, open survey, followed by staff meeting
No. of operating classes: 32

Task Area	Major Area(s) of Concern	Strategies/Tasks	Success Criteria	Personnel to be evaluated	Evaluation by personal-in-charge
Coping with special learning needs of the students	To help students with learning needs in Chinese, English and Math (for elites and for remedial needs)	• To employ three teaching assistants to relieve Chinese, English 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 language and Math teaching materials.	Students in enhancement and intervention classes will have made progress or improvement in their language / math ability and academic results.	HWK	(Supervisor: Mrs. Chan Liu Man Ying) • Mr. Hui helped supervise students to complete learning tasks, designed exercises for the DSE paper 5, assisted to the bulletin board decoration and helped with the preparation of oral exams and other administrative work of the Chinese department. • He worked hard and mastered his work carefully; he showed willingness to offer instant help in urgent situation. • Mrs. Hui is good in paper work, and he is helpful in helping the team in daily work. • In general, the Chinese teachers were able to enjoy more room in enhancing language development and academic results of students.
				YWL	(Supervisor: Mrs. Chan Liu Man Ying) • Miss Yim is a blessing to the Chinese Department. She assists with the Chinese remedial classes and handles the administrative work most professionally. She has a clear mind, is efficient, responsible; she completes all her work whole-heartedly. • The department head is highly impressed by the caliber and ability that Miss Yim demonstrates. She uses her god-given talents and abilities to serve the Lord and students. • In general, teachers enjoy working with Miss Yim.

				LWY	(Supervisor: Mrs. Helen Cheung) • Anne is professional in her handling of duties thrown at her • In the beginning, Anne, who works extremely conscientiously, took some time to get used to the school's culture. • She now manages much the work assigned her and demonstrates tremendous patience in her attitude to teachers, students and her work • Anne is a team player and collaborates to enhance the English Dept. • Anne avoids cliques and gossip • Anne is a good thinker and contemplative of her actions • Anne is supportive to the staff in her department • Anne has gained an appreciation for the English language and will thus begin her part-time studies PGD in English and Education at CUHK. • It's an asset having Anne on the team • Annie is efficient, helpful, teachable, articulate and optimistic towards her work.
				LSS	(Supervisor: Mr. Ng Ho Yin) Miss Lam helped both the faculty of mathematics and the faculty of science to construct various kinds of teaching materials like card games, models and drilling exercises. She was also responsible for documentation of faculty business. Her efficiency was impressing. Besides, she helped the ICT teachers to mark their weekly assignments. Her job capacities were in general satisfied. However, as her education background was irrelevant from any supported subjects, she was unable to offer remedial measures in mathematics, science and ICT to students in need.

To alleviate non-teaching administrative work of teachers	To relieve teachers of administrative burdens so as to provide students with greater care.	To employ one teaching assistant to relieve non-teaching administrative burdens of teachers such as record keeping, typing work, etc.	Teachers can find more time and space in tackling the teaching workload as well as in counseling students.	NKW	(Supervisor: Mrs. Ho Lee Doen Yee) • Mr Ng mainly helps in the admin work of various functional group of our school. His job duty is mainly to help teachers searching information, keeping meeting minutes, organizing data. He also helps out in class substitution and math remedial class as well. • He is responsible and hard working. He takes initiative in his tasks. He also contributed a lot of valuable ideas to a better work.
Curriculum Development	To promote the use of audio-visual aids in teaching and assessment for learning	To employ an Audio-Visual assistance to help video recording for SBA (English), oral presentation training, video editing for teaching materials and audio recording for listening exams.	With the help of AV assistance, teachers adopt AV aids freely in their teaching and assessment for learning.	Peter Leung	(Supervisor: Mr. Lau Chun Wah) • Mr. Leung's job posts positive impact on the work of teaching staff in - Supporting teachers for editing listening exams for different subjects - Helping teachers to produce multi-media teaching materials - Giving school event leaders technical support • Overall comments Much appreciation to his positive attitude and performance in this school year to both teachers and students