

Plan on Use of Capacity Enhancement Grant in 2023/2024 School Year

Name of School: United Christian College (Kowloon East)
 Means by which teachers have been consulted: EC members
 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 diversified learning needs of students	To help students with diversified learning needs in subjects of English, English Literature, French, Japanese (both elites and remedial needs of students), Chinese Faculty	- To employ two teaching assistants to relieve English, English Literature, French, Japanese, Chinese teachers' workload so that teachers can take better care of students with diversified learning needs - The teaching assistant will also help out in the preparation of English, English Literature, French, Japanese, Liberal Studies and Chinese teaching materials.	The English, English Literature, French, Japanese, Liberal Studies and Chinese teachers can take better care of students with diversified learning needs	From September 2023 onward for one year	Salary of the teaching assistants for the year – TA (English & Foreign Languages Faculty) \$223,020 [\$17,770 per month and 5% MPF] TA (Chinese Faculty) \$223,020 [\$17,770 per month and 5% MPF]	Teachers can find more room in enhancing their teaching Students will receive more diversified intervention and care; improvement in the subjects is anticipated	Feedback from teachers on the quality of help in creating room for teachers' care of diversified needs of students	Faculty Heads: English, Chinese

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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, statistics analysis, internal and external exam logistics, JUPAS, non-JUPAS, UCAS application, assessment data compilation, certificate preparation, and other academic administrative logistics throughout the school year	Subject teachers can find help from the respective administrative officer	From September 2023 onward for one year	Salary of the Administrative Officer for the year ---- (48.77%) \$168,421 [\$27,405 per month – Sept 2023 to Aug 2024 and 5% MPF]	Teachers can find more time and space in tackling the teaching workload as well as in counseling students	Feedback from Subject Heads and teachers	Academic Affairs Coordinator
					Total: \$614,461			