

Evaluation on Use of Capacity Enhancement Grant in 2024/2025 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	Evaluation
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, 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 2024 onward for one year	Salary of the teaching assistants for the year – TA (English & Foreign Languages Faculty) \$192,202.50 [\$18,305 per month and 5% MPF] TA (Chinese Faculty) \$174,263.60 [\$18,305 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	English and Foreign Languages TA CCS assisted to essential administrative work of the English and Foreign Languages Faculty, creating capacity for regular teachers to enhance classroom teaching and learning, as well as the support for students after school. Chinese TA NNY assisted to the administrative work, documentation and preparation of learning and teaching materials for Chinese, Chinese Literature and Putonghua, easing the workload for regular teachers to focus more on learning and teaching facilitation.

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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 2024 onward for one year	Salary of the Administrative Officer for the year ---- (80%) \$303,703.90 [\$29,995 per month – Sept 2024 to Aug 2025 and 5% MPF]	Teachers can find more time and space in tackling the teaching workload as well as in counseling students	HLKY has effectively supported school administration such as record keeping, statistics making, internal and external exam logistics handling, JUPAS, UCAS, non-JUPAS preparation, certificates preparation and other academic administrative logistics throughout the school year, releasing room for regular teaching to focus better on learning and teaching enhancement. HLKY's help is greatly appreciated by AAC Heads, subject panels and teachers.
					Total: \$670,170		