

### Evaluation 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 Meeting

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)	<ul style="list-style-type: none"> <li>To employ two teaching assistants to relieve Chinese and Math teachers' workload so that they can take care of students with diversified learning needs</li> <li>The teaching assistant will help out in the preparation of Chinese and Math teaching materials.</li> </ul>	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) TCH \$166,871.25 [\$13,243.75 per month and 5% MPF] TA (Math) YYW \$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.	(Supervisor: CLMY) Mr. Tsui worked hard and mastered his work efficiently; he showed willingness to offer instant help in urgent situation, and handles the administrative work quite well. He is efficient, responsible, always willing to completes all his work. He assists the administrative work of S6 post mock revision, Gifted Education (S4-6, CEG Grant), Chinese remedial classes and also teach 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 is impressed by the caliber and ability that Mr. Tsui demonstrates. In general, teachers enjoy working with Mr. Tsui.

						<p>(Supervisor: NHY)</p> <p>Mr. Yan 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.</p> <p>Mr. Yan had also taken part in the preparation of the Open Day. In which, he had an outstanding performance. He is also helpful in many other school events</p> <p>His contribution in ICT and science subjects did a lot of help. He helped the subjects to manage their teaching materials. He also helped ICT teachers to mark students' assignments.</p>
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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 ---- CKY (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	(Supervisor: FKYS) Miss Chung Ka Yee Wendy has been employed for helping with the administration work including: <ul style="list-style-type: none"> <li>- Examination arrangement</li> <li>- Preparing students' report cards and portfolio</li> <li>- Preparing prizes and certifications for term end prize presentation for both upper and lower forms</li> <li>- Providing statistical information on students study habits such as handing in homework, late, absence, bad names etc.</li> <li>- Helping DSE students for JUPAS application and processing</li> <li>- Other ad hoc administrative work</li> </ul> <p>The employment of Miss Chung has successfully achieved the aim of releasing teachers workload so as to divert their energy back to learning and teaching.</p>
					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)