

Evaluation on the Plan on Use of Capacity Enhancement Grant in 2012/2013 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	Success Criteria	Resources Required – Extra personnel	Evaluation by person-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)	<ul style="list-style-type: none"> • 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 with diversified learning needs in Chinese, English and Math can be taken care of	From September 2012 onward for one year.	<p>Teachers can find more room in enhancing their language and Math teaching.</p> <p>Students in enhancement and intervention classes will have made progress or improvement in their language / math ability and academic results</p>	LWY	<p>(Supervisor: Mrs. Helen Cheung)</p> <ul style="list-style-type: none"> • 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

						<p>appreciation for the English language and will thus begin her part-time studies PGD in English and Education at CUHK.</p> <ul style="list-style-type: none"> • It's an asset having Anne on the team <p>Annie is efficient, helpful, teachable, articulate and optimistic towards her work.</p>
					YWL	<p>(Supervisor: CLMY) Miss Yim is a blessing to the Chinese Department. She worked hard and mastered her work carefully; she showed willingness to offer instant help in urgent situation, and handles the administrative work most professionally. She has a clear mind, is efficient, responsible; she completes all her work whole-heartedly. She assists with the Chinese remedial classes and also lead a Chinese gived class (S3,S4) during the school year. She 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 Miss Yim demonstrates. In general, teachers enjoy working</p>

							with Miss Yim.
						HHY	<p>HHY had helped the mathematics team 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.</p> <p>His contribution in ICT and science subjects did also matter. He helped both 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 one teaching assistant 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 TA	From September 2012 onward for one year.	Teachers can find more time and space in tackling the teaching workload as well as in counseling students	NKW	NKW had made a great contribution in keeping the school administration systematically. His contributions in moral & civics education and school data management were the most significant.
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	Teachers' burden in technical work regarding audio and visual production is alleviated	From September 2012 onward for one year.	With the help of AV assistance, teachers adopt AV aids freely in their teaching and assessment for learning	LKW	LKW had made a great contribution in Campus TV and school events, like multi-media production, AV support. He also helped in our Pilot Scheme on eLearning project to support iPad learning in the classroom.