

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	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 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 2011 onward for one year.	Salary of the teaching assistant for the year ---- TA (Eng) \$151,200 [\$12,600 per month and 5% MPF] TA (Chi) \$163,800 [\$13,650 per month and 5% MPF] TA (Math) \$151,200 [\$12,600 per month and 5% MPF]	Students in enhancement and intervention classes will have made progress or improvement in their language / math ability and academic results.	Feedback from teachers; observation on students' progress	Mrs. Chan Liu Man Ying, Mrs. Helen Cheung & Mr. Ng Ho Yin

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
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.	Subject teachers can find help from the TA.	From September 2011 onward for one year.	Salary of the teaching assistant for the year ---- \$163,800 [\$13,650 per month and 5% MPF]	Teachers can find more time and space in tackling the teaching workload as well as in counseling students.	Feedback from teachers	Mrs. Ho Lee Doen Yee
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 2011 onward for one year.	Salary of the AV assistant for the year --- \$97,020 [\$8,085 per month and 5% MPF]	With the help of AV assistance, teachers adopt AV aids freely in their teaching and assessment for learning.	Feedback from teachers.	Mr. Lau Chun Wah
					Total: \$727,020*			

*\$322,420 to be deployed from the school fund to make up the difference with the provision of \$404,600 (\$476x850, an estimation only)