

Evaluation on Use of Capacity Enhancement Grant in 2018/2019 School Year

Name of School: United Christian College (Kowloon East)

Means by which teachers have been consulted: EC members

No. of operating classes: 31

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 by person-in-charge
Coping with diversified learning needs of students	To help students with diversified learning needs in subjects of Chinese, C.Lit, PTH, English, English Literature, French and Japanese (both elites and remedial needs of students)	<ul style="list-style-type: none"> To employ two teaching assistants to relieve Chinese, C.Lit, PTH, English, English Literature, French and Japanese 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 Chinese, C.Lit, PTH, English, English Literature, French and Japanese teaching materials. 	The Chinese, C.Lit, PTH, English, English Literature, French and Japanese teachers can take better care of students with diversified learning needs	From September 2018 onward for one year	Salary of the teaching assistants for the year – TA (Chinese Faculty) \$211,554 [\$16,790 per month and 5% MPF] TA (English & Foreign Languages Faculty) \$198,261 [\$15,735 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	Mr. Ho shows willingness to offer instant help and is capable of handling the administrative work. He is both efficient and responsible. He assists to the administrative work of S6 post mock revision, gifted education program, Chinese remedial classes and also teaches the Chinese foundation class (S1, 2) during the school year. He serves the reading promotion by inviting Chinese teachers to share what they have learnt from reading. Mr. Ho is greatly appreciated by the Chinese department. English and Foreign Languages Miss Wong is capable and helpful. Her contribution in helping the compilation of teaching resources for English,

							Literature in English, Japanese and French and her administrative support for subject activities like Speech Festival, Academic Week and Open Day is impressive. She assists to essential administrative work of the English and Foreign Languages Faculty, creating capacity for regular teachers to enhance classroom teachings and learning.
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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 making, exam logistics, JUPAS preparation, certificate preparation, and other academic administrative logistics throughout the school year	Subject teachers can find help from the respective administrative officer	From September 2018 onward for one year	Salary of the Academic Officer for the year ---- (60%) \$172,859.40 [\$13,719 per month and 5% MPF]	Teachers can find more time and space in tackling the teaching workload as well as in counseling students	Miss Chim (Miss Kwong from 1 June 2019 onwards) has effectively supported school administration such as record keeping, statistics making, exam logistics handling, JUPAS preparation, certificates preparation and other academic administrative logistics throughout the school year releasing room for regular teachers to focus better on learning and teaching enhancement. AO's help is greatly appreciated by teachers.
					Total: \$582,674.40		

*\$5,546.40 to be deployed from the school fund to make up the difference with the provision of \$577,128 (\$692x834)