

### Plan on Use of Capacity Enhancement Grant in 2020/2021 School Year

Name of School: United Christian College (Kowloon East)

Means by which teachers have been consulted: EC members

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 diversified learning needs of students	To help students with diversified learning needs in subjects of Chinese, English, English Literature, French and Japanese (both elites and remedial needs of students)	<ul style="list-style-type: none"> <li>To employ two teaching assistants to relieve Chinese, English, English Literature, French and Japanese teachers' workload so that teachers can take better care of students with diversified learning needs</li> <li>The teaching assistant will also help out in the preparation of Chinese, English, English Literature, French and Japanese teaching materials.</li> </ul>	The Chinese, English, English Literature, French and Japanese teachers can take better care of students with diversified learning needs	From September 2020 onward for one year	Salary of the teaching assistants for the year – TA (Chinese Faculty) \$230,937 [\$17,675 per month – Sept 20 to Jan 2021 \$18,795 – Feb to Aug 2021 and 5% MPF]  TA (English & Foreign Languages Faculty) \$208,719 [\$16,565 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	Feedback from teachers on the quality of help in creating room for teachers' care of diversified needs of students	Faculty Heads: CWSY, LTC

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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, UCAS preparation, 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 2020 onward for one year	Salary of the Academic Officer for the year ---- (52%) \$170,644 [\$25,545 per month – Sept 2020 to May 2021 \$27,145 June to Aug 2021 and 5% MPF]	Teachers can find more time and space in tackling the teaching workload as well as in counseling students	Feedback from Subject Heads and teachers	Academic Affairs Coordinator: KLHY
					Total: \$610,300			