

Sir Ellis Kadoorie Secondary School (West Kowloon)
Use of Capacity Enhancement Grant (2017-2018)
Programme Plan

Grant allocated: \$588,200

Achievement Targets	Strategies/Tasks	Time scale	Success Criteria	Method of Evaluation	People Responsible	Resources Required
1. To provide technical support to teachers and office staff	To employ a Technical Support Services Officer (TSSO) to provide efficient technical support to teachers in the application of IT in teaching and to offload school on the day-to-day administration, operation and management of the computer facilities.	Sep 2017 – Aug 2018	<ul style="list-style-type: none"> • Efficient in providing technical support to the teachers and the general office • Effective in managing the computer facilities to meet daily operational needs 	<ul style="list-style-type: none"> • Observation • Feedback from teachers and general office 	Mr W. Y. Kwok	Salary of a TSSO + MPF \$ 191,776
2. To enhance the learning ability of students in Mathematics	To employ a teaching assistant (TA) for the Mathematics Department to organize lunch/after-school/holiday tutorial classes, to prepare extra worksheets for students and to help the department with administration work as required.	Sep 2017 – Aug 2018	<ul style="list-style-type: none"> • Lunch time/after-school/holiday Math tutorial classes are held to help students in need • Extra worksheets are prepared to help students cope with their Mathematics learning • Efficient in providing administration support to the Mathematics Department and other duties as assigned by the school 	<ul style="list-style-type: none"> • Attendance of lunch time/after-school/holiday tutorial classes • Record of worksheets prepared • Feedback from the Mathematics Department 	Mr K. K. Chan	Salary of Math TA + MPF \$ 178,260

Achievement Targets	Strategies/Tasks	Time scale	Success Criteria	Method of Evaluation	People Responsible	Resources Required
3. To enhance the learning ability of students in Liberal Studies	To employ a teaching assistant (TA) for the Liberal Studies Department to organize holiday tutorial classes, to prepare extra learning materials for students and help the department with administration work as required.	Sep 2017 – Aug 2018	<ul style="list-style-type: none"> • Holiday L.S. tutorial classes are held to help students in need • Extra learning materials are prepared to help students cope with their L.S. studies • Efficient in providing administration support to the Liberal Studies Department and other duties as assigned by the school 	<ul style="list-style-type: none"> • Attendance of holiday tutorial classes • Record of learning materials prepared • Feedback from the Liberal Studies Department 	Ms Y.K. Sung	Salary of LS TA + MPF \$ 178,260
Total:						\$ 548,296
Balance:						\$ 39,904