

SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)
Proposal for Capacity Enhancement Grant in 2013-2014
(Chinese Teaching Assistant)

Purpose

1. To relieve teachers' workload, thus enhancing their capacity to focus more on teaching.
2. To release the clerical and administrative workload of teachers so that they can spend more time in taking care of the different learning needs of students.

Objectives

1. To assist the Chinese teachers in preparing the NSS syllabus of Chinese language for S1 to S6 students.
2. To assist the Chinese teachers in preparing and tailor-made the teaching materials of Putonghua lessons.
3. To assist the Chinese teachers in preparing and making various teaching aids, materials and handouts for students.
4. To assist the Chinese teachers in arranging classroom activities and the Chinese Extensive Reading Scheme.
5. To help and conduct regular Chinese language programmes after school for students of different target groups.
6. To assist the Chinese teachers in organizing various activities and educational visits held by the Chinese teachers or Chinese Club.

Implementation

1. Applicant of S.7 level or above (proficient in both Chinese and English) will be employed through open advertisement or the recruitment exercise by the Labour Department. Eligible applicants will be interviewed by the Vice-principal and the Panel Head of Chinese Department.
2. The Chinese Teacher Assistant (CTA) has to assist the Chinese teachers in the following aspects:
 - To help prepare the NSS syllabus of Chinese Language for S1 to S6 students.
 - To prepare various teaching aids, materials and handouts for students.
 - To arrange classroom activities and the 'Chinese Extensive Reading Scheme'..
 - To assist the Chinese teachers in organizing various activities held by the Chinese club.

- To help design and conduct regular Chinese language programmes after school for students of different target groups:

Chinese language programmes	Target groups
Chinese Enhancement Course	S1-S3 students who are weak in foundation.
Chinese Summer Course	Students who failed in the Yearly Examination

Budget

The monthly rate for the employment of the CTA on non-civil service contract term:

\$10885.00+5%MPF(544.20per month)

The total expenditure for 12 months:

\$ 11429.20 x 12= \$137151.00 per annum

Methods of Evaluation

1. Collect feedback from teachers by using questionnaires and through discussion in Panel's meetings at the end of the academic year.
2. The participation rate of the activities organized by the Chinese teachers or Chinese Club.
3. The participation rate of the Chinese Language Programmes.
4. The lending records of Chinese book.

Success Criteria

1. More than 80% of the teachers concerned agree that the Teaching Assistant can ease their workload.
2. Students will show greater interest in reading Chinese books
3. 60% of students who have joined the 'Chinese Enrichment Course' show improvement in the final examination.

Prepared by:

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