

Sir Ellis Kadoorie Secondary School (West Kowloon)

Use of DLG for Other Languages (2023/2024)

Evaluation Report

Strategies / Tasks	Time Scale	Target Group	Expenditure	Evaluation / Suggestions
Employment of a teaching assistant for Other Languages Departments	1 Sept 2023 – 31 Aug 2024	Students who study Hindi or Urdu in S.6	\$231,147* (12 months of salary + MPF)	<p>The main duties of the Teaching Assistant (Other Languages)</p> <ol style="list-style-type: none"> 1. Assisting Other Languages Departments in all administrative work, e.g. preparation of worksheets and teaching materials for the Hindi, Urdu & English departments 2. Assisting the other languages teachers to prepare mark sheets 3. Take up lesson substitution during the absence of teachers 4. Helping teachers to liaise with parents 5. Assisting in other functional groups as assigned by the school <p>On the whole, the Teaching Assistant was essential to facilitate teachers' capacity in teaching and learning as well as administrative work.</p>

Total Expenditure: \$231,147*

(*\$116,635 (DLG-OL) +\$114,512 (OEP) = \$231,147)