

**Annual School Plan 2019/2020**

**Theme: Together We Thrive**

**Major Concern 3: Excelling Teachers' Professional Development**

<b>Targets</b>	<b>Strategies/Tasks</b>	<b>Success Criteria</b>	<b>Method of Evaluation</b>	<b>Time Scale</b>	<b>Persons in Charge</b>	<b>Resources Required</b>
<b>A. To enhance the culture of sharing and collaboration</b>	<b>1. To support the newly joined teachers to adapt the teaching environment</b> <ol style="list-style-type: none"> <li>a. Induction programme will be arranged for newly joined teachers</li> <li>b. Mentorship programme will be provided</li> <li>c. Learning circle will be arranged</li> </ol>	<ul style="list-style-type: none"> <li>• 80% of participants are satisfied with the programme</li> <li>• 80% of participants are satisfied with the programme</li> <li>• 80% of the participants satisfied with the learning circle</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance record</li> <li>• Feedback</li> <li>• Feedback</li> </ul>	<p>Late August</p> <p>Whole year</p> <p>October to June</p>	Staff Support and Development Team	School funding
	<b>2. To strengthen collaborative lesson planning and teaching</b> <ol style="list-style-type: none"> <li>a. Collaborative lesson preparation within departments will be conducted</li> <li>b. Sharing on innovative and student-centered teaching strategies among teachers of the same KLA will be arranged</li> </ol>	<ul style="list-style-type: none"> <li>• At least 2 times per year for each subject department</li> <li>• Once a year for each KLA</li> </ul>	<ul style="list-style-type: none"> <li>• Records</li> <li>• Records</li> </ul>	<p>Whole year</p> <p>Half-yearly exam</p>	<p>HODs</p> <p>KLA coordinators</p>	

	<p><b>3. To enhance teaching skills through professional sharing</b></p> <p>a. Peer lesson observation and debriefing will be self-arranged by each teacher</p> <p>b. Co-teaching will be implemented in KLA</p> <p>c. Learning circle or sharing with teacher(s) of other schools will be arranged</p>	<ul style="list-style-type: none"> <li>• 90% of teachers arranged peer lesson observation and followed by a discussion with at least one colleague</li> <li>• At least 1 co-teaching is implemented by at least one subject in each KLA or cross-KLA</li> <li>• At least 6 subject departments have relevant arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Records</li> <li>• Records</li> <li>• Records</li> </ul>	<p>Whole year</p> <p>Whole year</p> <p>Whole year</p>	<p>All teachers</p> <p>KLA coordinators</p> <p>HODs</p>	<p>Network with other school(s)</p>
<p><b>B. To enhance teachers' professionalism by strengthening self-reflection and self-enhancement</b></p>	<p><b>1. To strengthen self-reflection of the teachers</b></p> <p>a. "Survey of Student's Views on Classroom Learning" will be conducted for each subject. Insight gained will be shared in the departmental meeting for the betterment of the future planning</p> <p>b. 'Keep-Improve-Stop-Start' (K.I.S.S.) analysis will be done after the survey (a) for self-reflection on learning and teaching</p> <p>c. "Subject Curriculum Evaluation Survey" will be conducted by departments</p>	<ul style="list-style-type: none"> <li>• At least once per year for each teacher</li> <li>• At least once per year for each teacher</li> <li>• At least once per year for each department</li> </ul>	<ul style="list-style-type: none"> <li>• Records</li> <li>• Records</li> <li>• Records</li> </ul>	<p>1<sup>st</sup> term</p> <p>1<sup>st</sup> term</p> <p>2<sup>nd</sup> term</p>	<p>All teachers</p> <p>All teachers</p> <p>All teachers</p>	

	d. Through the survey (c), implementation of programme plan and identification of students' learning difficulties will be evaluated	<ul style="list-style-type: none"> <li>At least once per year for each department</li> </ul>		2 <sup>nd</sup> term	All departments	
	<p><b>2. To cultivate self-enhancement of the teachers</b></p> <p>a. Professional enhancement programme and teachers sharing on innovative and student-centered teaching strategies will be conducted on Staff Development Days (SDD)</p> <p>b. Subject-based enhancement programme will be arranged for members by each department</p> <p>c. Teachers are encouraged to participate in external professional development such as courses, seminars, exchange programmes and study visits offered by EDB and be the marker of HKDSE</p>	<ul style="list-style-type: none"> <li>Once per year</li> <li>At least once per year for each department</li> <li>At least twice a year for each teacher excluding the programmes of SDD</li> </ul>	<ul style="list-style-type: none"> <li>Records</li> <li>Records</li> <li>Records</li> </ul>	<p>Whole year</p> <p>Whole year</p> <p>Whole year</p>	<p>Staff Support and Development Team</p> <p>HODs</p> <p>All teachers</p>	<p>School funding</p> <p>Training Calendar &amp; other training programmes</p>