

Sir Ellis Kadoorie Secondary School (West Kowloon)

Use of “Enhancing Teachers’ Capacity Grant”

Employment of a Technical Support Service Officer 1 (TSSO1) 2010 – 2011

Programme Plan

Purpose

To relieve teachers’ workload, thus enhancing their capacity to focus more on the challenges and opportunities brought by the Education Reform.

Objectives

1. To give technical support to teachers in the application of IT for curriculum development.
2. To assist teachers in collecting and arranging the teaching materials through the Internet and the related software.
3. To assist teachers in the production of teaching aids and materials with the application of IT tools.
4. To provide technical support for teachers in preparing and conducting the lessons involving the use of IT teaching, especially in the MMLC.
5. To help and instruct students in various IT-related activities, including ECA.
6. To give technical support for the software installation and hardware maintenance of the school network system.

Implementation

1. A Technical Support Service Officer 1 (TSSO1) will be employed through open advertisement or the recruitment exercise by the Labour Department. Eligible applicant will be interviewed by the school’s IT Committee. The employment period is about 12 months (1 September 2010 – 31 August 2011).
2. The TSSO1 has to assist the teachers in the following aspects:
 - To download teaching materials through Internet or other IT sources.
 - To prepare school-based teaching aids and materials by IT tools.
 - To make preparation and arrangement for the lessons involving IT teaching and school functions.
 - To assist teachers in conducting lessons in the CR, CAL and MMLC.
3. The TSSO1 provides technical support for the software installation and hardware maintenance of the school network system.
4. The TSSO1 provides guidance and instructions for students in different IT-related activities during off-lesson times, including summer holidays in July and August.

Budget

The monthly salary for employment of a computer technician on non-civil service contract terms:

$$\text{\$ } \underline{\hspace{2cm}} + \text{MPF (5 \%)} = \text{\$ } \underline{\hspace{2cm}}$$

$$\begin{aligned} \text{The total expenditure for 12 months} &= \text{\$ } \underline{\hspace{2cm}} \times 12 \\ &= \text{\$ } \underline{\hspace{2cm}} \end{aligned}$$

Success Criteria

1. 15 – 20 % of the school curriculum is taught with the application of IT.
2. 90 % of the teachers find that the work of the TSSO1 can relieve their workload in the application of IT in teaching.
3. 90 % of the teachers find that the work of the TSSO1 can relieve their workload in conducting the IT-related activities.
4. The school network system can run smoothly throughout the school year with the assistance of the TSSO1.

Methods of Evaluation

1. Survey from teachers on the effectiveness of the TSSO1 to relieve their workload in the application of IT in teaching.
2. Survey from teachers on the effectiveness of the TSSO1 to relieve their workload in conducting the IT-related activities.
3. Performance appraisal on the TSSO1 by the IT Committee.
4. Survey from the subject teachers concerned on the results of the application of IT in teaching.

Sir Ellis Kadoorie Secondary School (West Kowloon)

Proposal for Capacity Enhancement Grant in 2010-2011 (Chinese Teaching Assistant)

Purpose

To relieve teachers' workload, thus enhancing their capacity to focus more on the challenges and opportunities brought by the Education Reform and preparing the NSS curriculum.

Objectives

1. To assist the Chinese teachers in preparing the NSS curriculum of Chinese for S4
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 design 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 Club.
7. To assist the students in borrowing and returning books of the Chinese Extensive Reading Scheme during lunchtime.

Implementation

1. Applicant of S.7 level (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 Department of Chinese.
2. The Chinese Teacher Assistant (CTA) has to assist the Chinese teachers in the following aspects:
 - To prepare the NSS syllabus of Chinese for S.4 and S.5 students.
 - To prepare various teaching aids, materials and handouts for students.
 - 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 Chinese 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:

\$101,86.00+5%MPF(509.30per month)

The total expenditure for 12 months:

\$ 106,95.3 x 12= \$128,343.60 per annum

Methods of Evaluation

1. Feedback from teachers will be obtained at the end of the academic year.
2. The participation rate of the Chinese Language Programmes.
3. The lending records of Chinese book.

Success Criteria

1. 80% or above of the teachers of Chinese Panel find the CTA helpful in their daily teaching.
2. Students show greater interest in reading Chinese books
3. 70% of students who have joined the “Chinese Enrichment Course” show improvement in the final examination.

Prepared by

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HOD, Chinese Department

23-6-2010

Sir Ellis Kadoorie Secondary School (West Kowloon)

Use of Capacity Enhancement Grant

Employment of a Teaching Assistant for Integrated Humanities & Liberal Studies 2010-2011

Purpose

To relieve teachers' workload, thus enhancing their capacity to focus more on the challenges and opportunities brought by the Education Reform.

Objectives

1. To assist I.H. and L.S. teachers in curriculum development, preparation of teaching aids, teaching resources, teaching handouts and quizzes.
2. To assist I.H. and L.S. teachers in conducting classroom activities.
3. To assist I.H. and L.S. teachers in organizing educational visits or other learning programmes like seminars related to the learning of the subject.
4. To promote the learning of I.H. and L.S. in the school in all other aspects.
5. To assist I.H. and L.S. teachers in making arrangements to facilitate the implementation of School-based Assessment (SBA).
6. To assist I.H. and L.S. teachers in the liaison with publishers and other relevant organisations.
7. To provide more space for I.H. and L.S. teachers to develop effective strategies in teaching and learning of the subjects.

Implementation Plan

1. To employ a full-time I.H. and L.S. T.A. (1.9.2010 to 31.8.2011). The working time will be 8:10 a.m. to 5:00 p.m. every day from Monday to Friday, except on public holidays.
2. To assist I.H. and L.S. teachers prepare various teaching aids, materials and handouts for students throughout the school year.
3. To help set up a resource data-bank for I.H. and L.S. subjects by scanning the relevant materials from newspapers, Wise News System and other resources every day.
4. To help organise activities held by the I.H. and L.S. Departments (e.g. educational visits, related project learning activities)
5. To assist I.H. and L.S. teachers in curriculum development during the summer holidays.
6. The T.A. will assist teachers in the process of conducting SBA.
7. To help in selecting library books and relevant teaching materials and resources for the various departments.
8. To help with the administrative work of I.H. and L.S. Departments (e.g. contact publishers and service providers, etc.).
9. To assist in keeping record and stock-taking of all the resources of I.H. and L.S. Departments.
10. The T.A. will attend to other duties assigned by the school during the school year.

Budget

The monthly rate for the employment of the teaching assistant on non-civil service contract terms:

(~\$101,45.00 + \$507.25 (5%MPF) x 12 months = ~**\$127,827 per annum**)

Success Criteria

1. 80% of the I.H. and L.S. teachers think that their workload has been alleviated with the employment of a T.A.
2. 70% of the I.H. and L.S. teachers think that the employment of a T.A. help in the Humanities subjects implementation of SBA.
3. A good learning environment in studying I.H. and L.S. is observed.

Method of Evaluation

1. Performance appraisal of the T.A. by I.H. and L.S. teachers.
2. SBA for I.H. and L.S. have been conducted smoothly with the help of the T.A.

Teacher Responsible

Mr. LO Kwing-hang, Head of Department

Sir Ellis Kadoorie Secondary School (West Kowloon)

Use of “Enhancing Teachers’ Capacity Grant”

Employment of a Teaching Assistant for Mathematics and

Science 2010-2011

Purpose

To relieve teachers’ workload, thus enhancing their capacity to focus more on the challenges and opportunities brought by the Education Reform.

Objectives

1. To assist Mathematics teachers in all aspects.
2. To help students to regain interest and confidence in Mathematics.
3. To upgrade the standard of the students in Mathematics.

Implementation Plan

1. To employ a full-time Mathematics and Science T.A. (1.9.2010 to 31.8.2011). The working time will be 8:10 a.m. to 5:00 p.m. every day from Monday to Friday, except on public holidays.
2. To conduct Mathematics enhancement programmes and tutorial classes for different forms after school.
3. To conduct Q&A sessions in Mathematics during lunch-breaks. (1: 05 – 1:35 p.m.).
4. To prepare worksheets, self-learning exercises and on-line teaching materials for Mathematics teachers.
5. To assist Mathematics teachers in I.T. teaching.

Budget

The monthly rate for the employment of the teaching assistant on non-civil service contract terms:

1. ($\sim \$101,45.00 + \507.25 (5%MPF) x 12 months = $\sim \$127,827$ per annum)

Success Criteria

1. 90% of the Mathematics teachers think that their workload has been alleviated with the employment of a T.A.
2. Improvement in Mathematics shown among students – a higher passing percentage in the

corresponding forms that receive extra assistance through enrichment tutorial classes.

3. A good learning environment in studying Mathematics is observed.

Method of Evaluation

1. A questionnaire survey will be conducted among students.
2. Performance appraisal of the T.A. by Mathematics teachers.
3. Comparison of Half-yearly and Annual examination results of students who have joined enrichment tutorial classes conducted by the T.A.

Sir Ellis Kadoorie Secondary School (West Kowloon)

Use of Capacity Enhancement Grant, 2010/2011

Projection of Funds available

(subject to final number of classes and inflation rate):

Basic CEG: **\$460,000**

Proposals (details attached):

A. Employment of Technical Support Service Officer 1 (TSSO1)

$$\begin{aligned} \{ \$11,100 + 5\%MPF(\$555.00) \} \times 12 \text{ months} &= \$11,655 \times 12 \text{ months} \\ &= \underline{\$139,860} \text{ per annum} \\ &= \sim \underline{\$140,000} \text{ per annum} \end{aligned}$$

B. Employment of Teaching Assistants (T.A.)

2. Chinese ($\sim \$101,45.00 + \$507.25 (5\%MPF) \times 12 \text{ months} = \sim \underline{\$127,827}$ per annum)
 3. Mathematics & Sci ($\sim \$101,45.00 + \$507.25 (5\%MPF) \times 12 \text{ months} = \sim \underline{\$127,827}$ per annum)
 4. Integrated Humanities & Liberal Studies
($\$101,45.00 + \$507.25 (5\%MPF) \times 12 \text{ months} = \sim \underline{\$127,827}$ per annum)
- $$\underline{\mathbf{1 + 2 + 3 = \$383,481 = \sim \$383,500}}$$

Proposal for Use of CEG in 2010/11: A + B = \$ 523,500

Outstanding amounts to be covered by OEP:

$$\mathbf{\$ 523,500 - \$460,000 = \underline{\$63,500}}$$