

Christian Alliance Cheng Wing Gee College
Capacity Enhancement Grant (CEG)
Plan on Use in 2023-24

Means by which teachers have been consulted : Opinion consulted from subjects

No. of Operating Class : 25

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
中國語文： 1. 課程設計 2. 校本評核 3. 科目行政工作	1.1 協助中國語文科教師製作教學材料 1.2 協助中國語文科教師推行各類語文科活動 2. 協助中國語文科教師跟進「系統性評估」及「校本評核」之行政安排 3.1 協助中國語文科教師科本考試行政安排 3.2 撰寫會議記錄及一般文書工作	為中國語文科聘任助理教師一名在各項相關工作範疇內協助中國語文科教師	1. 減輕中國語文科教師於製作教學材料及推行各類語文科活動的工作量 2. 減輕中國語文科教師非教學工作，使老師專注發展教學、課程及照顧學生學習差異 3. 協助管理及保存各項科本紀錄	2023年9月至 2024年8月	助理教師全年薪金 每月薪金\$16 000 及強積金 5%： 總金額 =\$16 000x105%x12 =\$201 600	1. 製作的教學材料有助中國語文科教師的日常教學工作 2. 中國語文科教師的非教學工作得以減輕 3. 分配的工作能於指定時限內完成 4. 已完成的工作數量及質量均符合中國語文科教師的要求	中國語文科老師對助理教師的工作表現評鑑	中國語文科科主任： 黃希彤老師

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English Language:								
1. Curriculum development	1.1 To develop teaching materials and IT resources to meet the subject needs	To employ ONE teaching assistant to assist teachers of the English Language panel in the task areas concerned	1. Teachers to be relieved of some workload in preparing teaching materials and in conducting learning related activities	From Sep 2023 to Aug 2024	Salary of the TA for the year \$16 000 per month with 5% mandatory provident fund: \$16 000x105%x12 months = \$201 600	1. Teaching materials and IT resources are made up for teachers to use in daily teaching	1. Feedback on the performance of non-teaching work from panel members	Head of the Eng. Lang. Panel: Ms. CHAN Ho Ying
	1.2 To assist teachers in conducting learning related activities		2. Students' different learning needs to be met			2. Learning related activities can be conducted and prepared with the assistance of the TA smoothly	2. Feedback on the supplementary teaching performance from students	
2. Coping with the diverse and special learning needs of students	2. To arrange supplementary teaching for students of different learning needs in the subject		3. Teachers to be relieved of some non-teaching duties within the panel			3. Students of different learning needs taking part in the various supplementary programs show progress in the performance of regular tests and examinations		
3. Subject administration	3. To document the panel's work and do the secretarial work in subject meetings					4. Panels' work is well-documented		
						5. Minutes of meetings are prepared within two weeks after the meetings		

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Visual Arts:								
1. Regular teaching work	1. To meet the manpower needs for the subject which cannot be resolved in 2023-24 School Establishment	To employ ONE part time teacher to teach four junior VA classes and to assist in the task areas concerned	1. The manpower needs to be resolved	From Sep 2023 to Aug 2024	Salary of the part time teacher for the year \$11 478 per month with 5% mandatory provident fund: \$11 478x105%x12 months = \$144 622.80	1. Teaching performance can meet the school's and subject's requirements 2. Students' feedback to the teaching performance is satisfactory 3. Teaching materials and IT resources are made up for use in daily teaching	Performance appraisal by the subject panel head	Head of the VA. Panel: Ms. Tsang Hiu Yan
2. Curriculum development	2. To assist the development of teaching materials and IT resources to meet the subject needs		2. Teachers to be relieved of some workload in preparing teaching materials					

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Administration:								
1. Co-curricular activities	1.1 To assist in the administrative work of CCA Department 1.2 To assist in the coordination of various CCA groups	To employ ONE programme assistant to assist in the task areas concerned	1. Teachers of CCA Department to be relieved of some workload in administrative work and coordination 2. Teachers-in-charge of school's 40 th Anniversary events to be relieved of some workload	From Sep 2023 to Dec 2023	Salary of the programme assistant for the year \$14 000 per month with 5% mandatory provident fund: \$14 000x105%x4 months = \$58 800	1. Documents of CCA Department are well-prepared 2. Coordination of various CCA groups is done as required 3. Tasks assigned in the school's 40 th Anniversary events are completed as required 4. Tasks assigned in the school administrative work are completed as required	Performance appraisal by the staff-in-charge	School Executive Officer: Ms. Yip Wing Man
2. School's 40 th Anniversary events	2. To assist in the preparation work of various events for celebrating the school's 40 th Anniversary					5. Workload of teachers/staff concerned can be relieved		
3. School administration	3. To assist in the school administrative work of the General Office		3. Staff of the General Office to be relieved of some workload					