

**Christian Alliance Cheng Wing Gee College
Capacity Enhancement Grant (CEG)
Plan on Use in 2022-23**

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	2022年9月至 2023年8月	教學助理全年薪金 每月薪金\$18 000 及強積金 5% 總金額 =\$18 000x105%x12 =\$226 800	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 1.2 To assist teachers in conducting learning related activities	To employ ONE assistant teacher 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 2. Students' different learning needs to be met 3. Teachers to be relieved of some non-teaching duties within the panel	From Sep 2022 to Aug 2023	Salary of the AT for the year- \$18 000 per month with 5% mandatory provident fund: \$18 000x105%x12 months = \$226 800	1. Teaching materials and IT resources are made up for teachers to use in daily teaching 2. Learning related activities can be conducted and prepared with the assistance of the AT smoothly 3. Students of different learning needs taking part in the various supplementary programs show progress in the performance of regular tests and examinations 4. Panels' work is well-documented 5. Minutes of meetings are prepared within two weeks after the meetings	1. Feedback on the performance from the panel members on non-teaching work 2. Feedback on the teaching performance from students in the teaching class	Head of the Eng. Lang. Panel: Ms. CHAN Ho Ying
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. Subject administration	3. To document the panel's work and do the secretarial work in subject meetings							

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Mathematics:								
1. Curriculum development	1. To develop teaching materials and IT resources to meet the subject needs	To employ ONE teaching assistant to assist teachers of the Mathematics panel in the task areas concerned	1. Teachers to be relieved of some workload in preparing teaching materials	From Sep 2022 to Aug 2023	Salary of the TA for the year- \$18 000 per month with 5% mandatory provident fund: \$18 000x105%x12 months = \$226 800	1. Teaching materials and IT resources are made up for teachers to use in daily teaching	1. Feedback on the performance from the panel members on non-teaching work	Head of the MATH Panel Mr. TANG Chun Wai
2. Coping with the diverse and special learning needs of students	2.1 To provide remedial teaching for low achievers 2.2 To conduct HKMO training for those top-notch students		2. Students' different learning needs (less and more able) to be met 3. Teachers to be relieved of some non-teaching duties within the panel			2. Low achievers show progress in the performance of regular tests and examinations 3. Top-notch students join the HKMO with commendable performance	2. Feedback on the teaching performance from students in the teaching classes 3. Performance results in HKMO	
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		