

Christian Alliance Cheng Wing Gee College
Capacity Enhancement Grant (CEG)
Evaluation for Plan on Use in 2024-25

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)	Success Criteria	Method(s) of Evaluation	Evaluation
中國語文：						
1. 常規教學	1. 填補因常額教席未能處理的科目教擔工作	為中國語文科聘任助理教師一名任教一班及在各項相關工作範疇內協助中國語文科教師	1. 科本的人力需求得以解決	1. 教學表現能達至學校及科目的要求	1. 中國語文科科主任對助理教師的考績報告	● 助理教師能填補常額教席未能處理的教學工作，其教學表現合乎期望。
2. 課程設計	2.1 協助中國語文科教師製作教學材料		2. 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. 學生認同老師的教學表現理想	2. 其他中國語文科老師對助理教師於教學工作以外的表現評鑑	● 助理教師能協助科主任處理科務文件，能有效減輕同事的行政壓力，讓同事有更多時間處理教學工作
	2.2 協助中國語文科教師推行各類語文科活動		3. 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. 製作的教學材料有助中國語文科教師的日常教學工作	3. 任教班別的學生回饋	● 助理教師能夠幫助同事處理不同的數據並進行分析，有助同事制定教學策略
3. 校本評核	3. 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		4. 協助管理及保存各項科本紀錄	4. 中國語文科教師的非教學工作得以減輕		● 助理教師能協助中國語文科教師處理試行政安排 (如：統改、口試)
4. 科目行政工作	4.1 協助中國語文科教師科本考試行政安排			5. 分配的工作能於指定時限內完成		● 助理教師能幫助同事解決不同的電子教學問題，亦能幫助同事準備教材，有效提升教學效能及減輕同事行政壓力
	4.2 撰寫會議記錄及一般文書工作			6. 已完成的工作數量及質量均符合中國語文科教師的要求		● 能夠幫助科組準備教材，讓同事有更多教學材料可供使用
						● 協助準備增潤班，使科組能更有效處理個別差異

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English Language: 1. Curriculum development 2. Coping with the diverse and special learning needs of students 3. Subject administration	1.1 To develop teaching materials and IT resources to meet the subject needs 1.2 To assist teachers in conducting learning related activities 2. To arrange supplementary teaching for students of different learning needs in the subject 3. To document the panel's work and do the secretarial work in subject meetings	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 2. Students' different learning needs to be met 3. Teachers to be relieved of some non-teaching duties within the panel	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 TA 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 of non-teaching work from panel members 2. Feedback on the supplementary teaching performance from students	One teaching assistant was deployed on a full-time basis. With his qualifications as an English teacher, he assisted with lesson substitution, panel administrative work, English activities and revising materials. ● His work performance received positive feedback from the panel, highlighting his reliability and teamwork. ● He also showed good multitasking skills, managing several responsibilities at once while maintaining good quality. ● His efficient approach not only helped the team succeed but also highlighted his strong organizational skills and dedication.

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STEAM Education: 1. Curriculum development 2. Coping with the diverse and special learning needs of students 3. Subject administration	1.1 To develop teaching materials and IT resources to meet the subject needs 1.2 To prepare and trial apparatus for the teaching staff to demonstrate to the students 1.3 To establish and set up new experiments, demonstrations and models as requested by teaching staff	To employ ONE teaching assistant to assist teachers of the STEAM Education panel in the task areas concerned	1. Teachers to be relieved of some workload in preparing teaching materials 2. More innovative demonstrations and hands-on experience to be provided. 3. Students' different learning needs (less and more able) to be met 4. Teachers to be relieved of some non-teaching duties within the panel	1. Teaching materials and IT resources are made up for teachers to use in daily teaching 2. More new experiments and demonstrations are set up to arouse students' interest in the subject 3. Low achievers show progress in the lesson performance 4. Top-notch students join external competitions with commendable performance 5. Panels' work is well-documented 6. Minutes of meetings are prepared within two weeks after the meetings	1. Feedback on the performance from the panel members on the preparation work of various tasks and teaching materials developed 2. Performance results external competitions 3. Feedback on the performance from the panel members on the documentation and secretarial work	- Teaching materials and IT resources are made up for teachers to use in daily teaching Tasks completed: - 3D sample models - Laser engraver works for the production of student works - Microbit demonstrating programs - iFarmer project hardware and system testing - Drones hardware and system testing - iCar hardware and system testing - AI Robot hardware and system testing - More new experiments and demonstrations are set up to arouse students' interest in the subject Tasks completed: - Demonstration of laser engraver - iFarmer model making - 3D model making - Arduino and related electronic components: hardware and system testing - AI: hardware and system testing - Low achievers show progress in the lesson performance Tasks completed: - Instant assist in the lessons, especially in the project lessons - Top-notch students join external competitions with commendable performance Tasks completed: - Assist teachers and students in at least 2 external competitions with commendable student performance
	2.1 To attend practical sessions and assist teachers at their request to ensure safe work systems are followed and risks are minimised 2.2 To provide remedial teaching for low achievers 2.3 To conduct extra training and guidance for those top-notch students					
	3. To document the panel's work and do the secretarial work in subject meetings					