

Christian Alliance Cheng Wing Gee College
Capacity Enhancement Grant (CEG)
Evaluation for 2022-23

| 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. 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 | 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 | <ul style="list-style-type: none"> ● 教學助理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。 ● 教學助理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。 ● 教學助理能協助中國語文科教師處理考試行政安排（如：統改、口試）。 ● 教學助理能在網課期間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。 ● 教學助理能夠幫助科組準備教材，讓同事有更多教學材料可供使用。 ● 教學助理協助準備增潤班，使科組能更有效處理個別差異。 ● 建議來年的教學助理職能不變。 |

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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 | 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 | <ul style="list-style-type: none"> ● One teaching assistant was deployed on a part-time basis. ● She helped with revising the teaching and learning materials according to the suggestions made by the English Panel Head, in order to address different learning needs. ● She also helped with secretarial work in the panel to relieve English members' non-teaching duties. ● Regarding her work performance, positive feedback was received in the panel. She has been responsible and cooperative. She was able to handle multi-tasks and complete them on schedule. |
| 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 | | | | | |