

**Christian Alliance Cheng Wing Gee College
Capacity Enhancement Grant (CEG)
Evaluation for 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)	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	教學助理能協助科主任處理科務文件，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試行政安排(如：統改、口試) 教學助理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 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 建議來年續聘一教學助理及其職能不變

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
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 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. She helped with panel administrative work, English activities and revising the teaching and learning materials. 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 individually. It is suggested to employ one TA next year with duties as mentioned.
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					

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
<p>Visual Arts:</p> <p>1. Regular teaching work</p> <p>2. Curriculum development</p>	<p>1. To meet the manpower needs for the subject which cannot be resolved in 2023-24 School Establishment</p> <p>2. To assist the development of teaching materials and IT resources to meet the subject needs</p>	<p>To employ ONE part time teacher to teach four junior VA classes and to assist in the task areas concerned</p>	<p>1. The manpower needs to be resolved</p> <p>2. Teachers to be relieved of some workload in preparing teaching materials</p>	<p>1. Teaching performance can meet the school's and subject's requirements</p> <p>2. Students' feedback to the teaching performance is satisfactory</p> <p>3. Teaching materials and IT resources are made up for use in daily teaching</p>	<p>Performance appraisal by the subject panel head</p>	<p>A part-time teacher could help reduce the workload of preparing teaching materials.</p> <p>One suggestion is for the part-time teacher to spend an extra day at school providing additional support to the full-time teacher, which can be beneficial for both teachers and the school especially promotion design and subject administration works.</p>

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
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	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	Performance appraisal by the staff-in-charge	A programme assistant was employed for 4 months to assist in the aforementioned areas. The programme assistant could complete the assigned tasks from the CCA Department and the performance was up to expectations. She also helped in the school administrative work which could relieve the workload of the General Office staff.
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		2. Teachers-in-charge of school's 40 th Anniversary events to be relieved of some workload	4. Tasks assigned in the school administrative work are completed as required		The programme assistant participated in the preparation and promotion work of the school's 40 th Anniversary like banner design and purchase of materials. She really has offered a great help to those teachers-in-charge.
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	5. Workload of teachers/staff concerned can be relieved		It was suggested, with financial availability, a short-term programme assistant could be employed to relieve the workload of large events/ programmes.