

Christian Alliance Cheng Wing Gee College
Capacity Enhancement Grant (CEG)
Evaluation for 2021-22

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	1. 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 2. 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 3. 教學助理能協助中國語文科教師處理試行行政安排 (如：統改、口試) 4. 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 5. 能夠幫助科組準備教材，讓同事有更多教學材料可供使用 6. 協助準備增潤班，使科組能更有效處理個別差異 7. 建議來年的教學助理職能不變

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English Language:						
1. Curriculum development	1. To develop teaching materials and IT resources to meet the subject needs	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	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	The teacher assistant helped with revising the teaching and learning materials according to subject teachers' suggestions. He also helped with secretarial work in the panel to relieve members' non-teaching duties. He also helped with post-lesson remedial classes to assist students who performed unsatisfactorily in English assignments and assessments, e.g. post-writing tasks and re-dictations, etc. Overall, positive feedback on his work performance was received.
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		2. Students' different learning needs to be met	2. Students of different learning needs taking part in the various supplementary programs show progress in the performance of regular tests and examinations	2. Feedback on the teaching performance from students in the teaching class	
3. Subject administration	3. To document the panel's work and do the secretarial work in subject meetings		3. Teachers to be relieved of some non-teaching duties within the panel	3. Panels' work is well-documented	4. Minutes of meetings are prepared within two weeks after the 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	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	<p>The followings are the main duties of Math AT in 2021 – 2022:</p> <ol style="list-style-type: none"> 1. Taking up the teaching work of one class 2. Taking minutes in all Math meetings 3. Supporting administration and preparing exercise in junior form enhancement classes 4. Leading students to participate in Math competitions 5. Preparing HKDSE revision materials 6. Printing work 7. Tutoring students in enhancement classes 8. Managing the resources in Math room <p>Due to COVID-19, all external competitions were switched to on-line mode. Therefore, AT could not perform the duties of leading team to external competitions mentioned above. For the rest of duties, after the interview with all Math panel members, oral feedback was obtained.</p> <p>All teachers highly agreed that Math AT could perform all the duties mentioned above and the performance was excellent. The reasons were as follows:</p> <ol style="list-style-type: none"> 1. Teaching performance of one class was satisfactory 2. HKDSE exam revision data bank had been richly established and is kept developing from time to time 3. All meeting minutes were well-documented 4. The hard copies of teaching materials were well-prepared and on-time
2. Coping with the diverse and special learning needs of students	2.1 To provide remedial teaching for low achievers		2. Students' different learning needs (less and more able) to be met	2. Low achievers show progress in the performance of regular tests and examinations	2. Feedback on the teaching performance from students in the teaching classes	
	2.2 To conduct HKMO training for those top-notch students		3. Teachers to be relieved of some non-teaching duties within the panel	3. Top-notch students join the HKMO with commendable performance	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		

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						<p>We all concluded that employing a teaching assistant could achieve the targets set according to the success criteria. In the year 2022 – 23, we suggested that the strategy of employing an assistant teacher should be kept.</p>