

Christian Alliance Cheng Wing Gee College
Capacity Enhancement Grant (CEG)
Evaluation for 2020-21

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	<p>教學助理於本年度之工作如下：</p> <p>1. 課程設計 提供實務協助，減少中文科同工的非教學工作，使同工有空間為不同的課程及不同學習需要的同學設計校本教材及教學材料。</p> <p>2. 校本評核 處理大量校本評核的跟進工作，由安排評核時間到跟進缺席同學都更有效率做任教同工均可更專注於教學。</p> <p>協助文憑班老師推動口語分流班的訓練，亦負責編排同學進行小組討論，為口語溝通的訓練帶來效益。</p> <p>3. 科目行政工作 配合中文科擴闊眼界的目標，能推動同學對外參與語文類活動，處理過程中的繁瑣行政工作，參與量大增，如朗誦比賽、徵文比賽等等。</p> <p>為各級聯絡處理基本的文書行政工作如會議紀錄及各項印務，令級聯絡可專注於課程及教學任務。網課時期協助老師製作電子教材。</p> <p>協助各級老師推行分組教學期間照顧學生，令教學變得多元化及能照顧學習差異。 協助老師處理學生功課、測驗等跟工作。</p>
2. 課程設計	2.1 協助中國語文科教師製作教學材料 2.2 協助中國語文科教師推行各類語文科活動		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	
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		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	
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 4.2 撰寫會議記錄及一般文書工作		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	4. 中國語文科教師的非教學工作得以減輕	
				5. 分配的工作能於指定時限內完成		
				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		

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						<p>總結</p> <p>教學助理能完成各項指定任務，符合成功準則之描述</p> <p>中文科教學助理之設立能令中文科在課程設計、照顧學習差異、減輕老師行政負擔上得到幫助，提昇整體教育效能。</p>

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English Language:						
1. Regular teaching work	1. To meet the manpower needs for the subject which cannot be resolved in 2020-21 School Establishment	To employ ONE assistant teacher to teach one class and to assist teachers of the English Language panel in the task areas concerned	1. The manpower needs to be resolved	1. Teaching performance can meet the school's and subject's requirements	1. Performance appraisal by the subject panel head	<p>A survey was done by all panel members. Over 54% of the panel members agreed that the assistant teacher has helped to relieve some workload in preparing teaching materials.</p> <p>Over 63% of them thought they were relieved of some non-teaching duties and her contribution to tutorial lessons had an encouraging effect on the students.</p> <p>Over 73% thought that our assistant teacher completed her duties on time and she completed her assigned duties with a satisfactory performance.</p> <p>Over 70% preferred to have the assistance of an assistant teaching for the next academic year.</p>
2. Curriculum development	2. To develop teaching materials and IT resources to meet the subject needs		2. Teachers to be relieved of some workload in preparing teaching materials	2. Students' feedback to the teaching performance is satisfactory	2. Feedback on the performance from the panel members on non-teaching work	
3. Coping with the diverse and special learning needs of students	3. To arrange supplementary teaching for students of different learning needs in the subject		3. Students' different learning needs to be met	3. Teaching materials and IT resources are made up for teachers to use in daily teaching	3. Feedback on the teaching performance from students in the teaching class	
4. Subject administration	4. To document the panel's work and do the secretarial work in subject meetings		4. Teachers to be relieved of some non-teaching duties within the panel	4. Students of different learning needs taking part in the various supplementary programs show progress in the performance of regular tests and examinations	4. Students of different learning needs taking part in the various supplementary programs show progress in the performance of regular tests and examinations	
				5. Panels' work is well-documented		
				6. Minutes of meetings are prepared within two weeks after the meetings		

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Mathematics:							
1. Regular teaching work	1. To meet the manpower needs for the subject which cannot be resolved in 2020-21 School Establishment	To employ ONE assistant teacher to teach one and half classes and to assist teachers of the Mathematics panel in the task areas concerned	1. The manpower needs to be resolved	1. Teaching performance can meet the school's and subject's requirements	1. Performance appraisal by the subject panel head	<p>The followings are the main duties of Math AT in 2020 – 2021 :</p> <ol style="list-style-type: none"> Taking up teaching work of two classes Taking minutes in all Math meetings Administrative support of Elite Student Training Program Administrative support and exercise preparation for junior form enhancement classes Leading students to participate all Math competitions Preparation of DSE exam revision materials Printing work Tutoring students in Enhancement Classes Managing the resources in Math room <p>Due to COVID 19, all junior enhancement classes were cancelled and the external competition were also changed to on-line mode. Therefore AT could not perform the duties mentioned above. For the rest of duties, after the interviews 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 are as follows:</p> <ol style="list-style-type: none"> Teaching performance of the two classes was satisfactory DSE exam revision data bank was richly established and is kept developing from time to time. All meeting minutes were well-documented. The hard copies of teaching materials were well-prepared and in-time. <p>We all concluded that employing teaching</p>	
2. Curriculum development	2. To develop teaching materials and IT resources to meet the subject needs		2. Teachers to be relieved of some workload in preparing teaching materials	2. Students' feedback to the teaching performance is satisfactory	2. Students' feedback to the teaching performance is satisfactory		2. Feedback on the performance from the panel members on non-teaching work
3. Coping with the diverse and special learning needs of students	3.1 To provide remedial teaching for low achievers		3. Students' different learning needs (less and more able) to be met	3. Students' different learning needs (less and more able) to be met	3. Teaching materials and IT resources are made up for teachers to use in daily teaching		3. Feedback on the teaching performance from students in the teaching classes
	3.2 To conduct HKMO training for those top-notch students		4. Teachers to be relieved of some non-teaching duties within the panel	4. Teachers to be relieved of some non-teaching duties within the panel	4. Low achievers show progress in the performance of regular tests and examinations		4. Performance results in HKMO
4. Subject administration	4. To document the panel's work and do the secretarial work in subject meetings			5. Top-notch students join the HKMO with commendable performance			
				6. Panels' work is well-documented			
				7. Minutes of meetings are prepared within two weeks after the meetings			

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						<p>assistant could achieve the targets set according to the success criteria. In the year 2021 – 2022, we suggest that the strategy of employing assistant teacher should be kept.</p>