

Report on Use of Capacity Enhancement Grant in 2021/2022 School Year

Task Area	Major Area(s) of Concern	Strategies/Tasks	Time Scale	Success Criteria	Evaluation & Suggestions
<p>To relieve teachers' workload so that teachers can concentrate on curriculum development, including the integration of information technology in teaching.</p>	<p>To help students with diversified learning needs in subjects of Science, Computer Studies, STEM, Liberal Studies, Citizenship and Social Development.</p>	<p>To employ two teaching assistants to alleviate administrative work of teachers, especially Science / Computer Studies / STEM and Liberal Studies / Citizenship and Social Development teachers' who can collaborate in preparing teaching materials and learning activities.</p>	<p>From September 2021 onward for eleven / twelve months.</p>	<p>Teachers can find more room in preparing teaching materials and enhancing their teaching effectiveness.</p>	<p>The teaching assistant could relieve teachers' workload by assisting the administrative works for STEM and I.T. activities. He helps the preparation of apparatus and materials for the experiments in the Science lessons. He provides assistance to the students in Computer Literacy lessons and Information and Communication Technology lessons. He helps the operations and maintenance of the computers and equipment.</p> <p>The Liberal Studies / Citizenship and Social Development Teaching Assistant has provided effective assistance to the Liberal Studies / Citizenship and Social Development Panel in various aspects, including the preparation of teaching and learning materials and administrative duties. She helps teachers to plan learning activities, make records, preparing materials, videotaping and photo-taking. She is responsible for taking minutes in the "collaborative lesson preparation".</p> <p>It has lessened the workload of the panel and has been of great support to all Liberal Studies / Citizenship and Social Development teachers.</p>

Task Area	Major Area(s) of Concern	Strategies/Tasks	Time Scale	Success Criteria	Evaluation & Suggestions
To relieve teachers' workload so that teachers can concentrate on enhancing students' language proficiency, as well as coping with the diverse and special learning needs of students with varied abilities, ranging from the gifted ones to those with learning difficulties.	To implement the teaching plans and learning activities, revise learning materials and evaluate the learning process and outcomes.	To employ a teaching assistant to alleviate administrative work of teachers, especially Chinese, who can collaborate in preparing teaching materials and learning activities. To employ a contract GM teacher in enhancing students' language and proficiency catering a diversified learning needs.	From September 2021 onward for eleven/ three months	Enhanced capacity of teachers to concentrate on catering learning needs.	<p>The Chinese Teaching Assistant has provided effective assistance to the Chinese panel in various aspects, including the preparation of teaching and learning materials and administrative duties. She is responsible for some S6 guided learning periods for senior form students, in which she helps students revise and develop integrated skills. She provides extra exercises and tutorials to students in small groups. Second, she helps teachers to plan learning activities, make records, preparing materials, videotaping and photo-taking. She is the editor of the students' writing collection. She is responsible for taking minutes in the "collaborative lesson preparation". Her help is of great significance in the Chinese subject-based activities and competitions. It has also lessened the workload of the panel and has been of great support to all Chinese teachers.</p> <p>The English GM teacher has provided effective assistance to the English Panel in various aspects, including helping teachers filing teaching and learning materials and administrative duties like data entry, taking minutes, videotaping, and photo-taking. His help is of great significance in assisting teachers' paperwork and organizing activities that help teachers focus on the learning needs of students.</p> <p>He is responsible for some GLP (Guided Learning Period) with senior form students. He provides extra exercises and instructions to students in small groups.</p>