

Queen's College

Year-end Review on the Use of Capacity Enhancement Grant 2015-16

Employment of 3 Teaching Assistants for English, Chinese and Maths/IT

Document 5a

	Period of Employment and Monthly Salary (+MPF)	Duties Performed	Evaluation on effectiveness
1. Employment of a teaching assistant (English)	<i>\$15,146.25/month</i>	<p>The teaching assistants have helped the English Department in the following:</p> <ol style="list-style-type: none"> <li>1. Giving supplementary exercises on grammar, listening and comprehension to less able S1 - S3 students;</li> <li>2. Enrichment classes for S1- S3 students;</li> <li>3. i-Learner / English Builder total marks calculation for S1 - S6 students and handling technical matters of the system;</li> <li>4. Taking minutes for six staff meetings, and preparing English versions of school documents;</li> <li>5. Performing miscellaneous non-teaching duties such as examination invigilation and stand-in duties;</li> <li>6. Assisting English teachers to prepare teaching materials;</li> <li>7. Assisting in the Preparation Room during S4 – S6 SBA and</li> <li>8. Assisting arrangements of lesson substitution.</li> </ol>	<ul style="list-style-type: none"> <li>· 9 students from S1 (10 in the second term), 7 students from S2 (10 in the second term) and 11 students from S3 (12 in the second term) attended a total of 60 enrichment sessions throughout the year.</li> <li>· S1 - S3 students have made improvement in English and shown higher motivation to learn English and are more willing to complete grammar and writing exercises.</li> <li>· They have relieved teachers of miscellaneous non-teaching duties.</li> </ul>
2. Employment of a teaching assistant (Chinese)	<i>\$15,146.25/month</i>	<p>The teaching assistant has helped the Chinese Department in the following :</p> <ol style="list-style-type: none"> <li>1. Conducting tutorial groups for less able S1-S3 students;</li> <li>2. Training students for the Speech Festival;</li> <li>3. Arranging inter-school oral practice for S6 students;</li> <li>4. Performing miscellaneous non-teaching duties such as examination invigilation and stand-in duties;</li> <li>5. Typing teaching materials and</li> <li>6. Helping NCS students in morning reading sessions.</li> </ol>	<ul style="list-style-type: none"> <li>· 19 students from S1, 22 students from S2 and 18 students from S3, with a total of 62 enrichment sessions were conducted.</li> <li>· She has relieved some of the workload of teachers in training students for the Speech Festival.</li> <li>· Students have shown improvement in Chinese Language writing and reading skills.</li> <li>· She has helped to relieve teachers of their miscellaneous non-teaching duties.</li> </ul>

	<b>Period of Employment and Monthly Salary(+MPF)</b>	<b>Duties Performed</b>	<b>Evaluation on effectiveness</b>
3. Employment of a teaching assistant (IT & Maths)	<i>\$15,146.25/month</i>	<p>The teaching assistant has helped the Maths Department in the following:</p> <ol style="list-style-type: none"> <li>1. Conducting enrichment courses for S1-S3 and S6 students;</li> <li>2. Updating our school homepage regularly;</li> <li>3. Using the MC scanner to help teachers to mark multiple choice exercises, tests and survey analysis;</li> <li>4. Providing assistance to teachers in making IT teaching materials and</li> <li>5. Performing miscellaneous non-teaching duties such as examination invigilation and stand-in duties.</li> </ol>	<ul style="list-style-type: none"> <li>· 31 S1 students, 29 S2 students and 24 S3 students have attended a total of 57 enrichment sessions.</li> <li>· These sessions have helped students to improve in the subject.</li> <li>· He has relieved the workload of teachers in marking MC questions for tests/examinations.</li> <li>· He has been effective and efficient in managing our school homepage.</li> <li>· He has relieved teachers of their miscellaneous non-teaching duties.</li> </ul>

A. 1 <sup>st</sup> Phase and 2 <sup>nd</sup> Phase allocations for 2015-16 school year (9-2015 to 8-2016):	\$574,415.00
B. Unspent provision in 2014-15:	\$167,097.00
C. Total Expenditure for the period 1-9-2015 to 19-6-2016:	\$452,254.00
D. Unspent Balance (A+B-C):	\$289,258.00

Name of Teacher-in-charge of Capacity Enhancement Grant:

Signature: \_\_\_\_\_ Date: 19-6-2016