

Queen's College

Year-end Review on the Use of Capacity Enhancement Grant 2018-19

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

	Period of Employment and Monthly Salary (+MPF)	Duties Performed	Evaluation on effectiveness
1. Employment of a teaching assistant (English)	TA(Eng) 1-9-2018 to 31-8-2019 <i>\$ 17057.25/month</i>	The teaching assistant helped the English Department as follows: 1. Giving supplementary exercises on grammar, listening and comprehension to less able S1 - S3 students; 2. Conducting enrichment classes for S1- S3 students; 3. English Builder total marks calculation for S1 – S5 students and handling technical matters of the system; 4. Taking minutes for six staff meetings, and preparing English versions of school documents; 5. Performing miscellaneous non-teaching duties such as examination invigilation and stand-in duties; 6. Assisting English teachers to prepare teaching materials and 7. Assisting in the Preparation Room during S4 – S6 SBA.	<ul style="list-style-type: none"> • 20 students from S1, 21 students from S2 and 20 students from S3 attended a total of 62 enrichment sessions throughout the year. • 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. • He has relieved teachers of miscellaneous non-teaching duties.
2. Employment of a teaching assistant (Chinese)	TA(Chi) 1-9-2018 to 31-8-2019 <i>\$ 17057.25/month</i>	The teaching assistant has helped the Chinese Department in the following : 1. Conducting enrichment classes for less able S1-S3 students; 2. Training students for the Speech Festival; 3. Arranging inter-school oral practice for S6 students; 4. Performing miscellaneous non-teaching duties such as examination invigilation and stand-in duties; 5. Assisting Chinese teachers to prepare teaching materials and 6. Helping non-Chinese students in morning reading sessions.	<ul style="list-style-type: none"> • 11 students from S1, 14 students from S2 and 14 students from S3, with a total of 26 enrichment sessions were conducted. • He has relieved some of the workload of teachers in training students for the Speech Festival. • Students have shown improvement in Chinese Language writing and reading skills. • He has helped to relieve teachers of their miscellaneous non-teaching duties.

	Period of Employment and Monthly Salary(+MPF)	Duties Performed	Evaluation on effectiveness
3. Employment of a teaching assistant (IT and Maths)	TA(Maths)1 3-9-2018 to 31-8-2019 \$ 17057.25/month	The teaching assistant helped the Mathematics Department as follows: 1. Conducting enrichment courses for S1-S3 students; 2. Updating our school homepage regularly; 3. Using the MC scanner to help teachers to mark multiple choice exercises, tests and survey analysis; 4. Providing assistance to teachers in preparing IT teaching materials; 5. Performing miscellaneous non-teaching duties such as examination invigilation and stand-in duties; and 6. Conducting a course about using GeoGebra for S1 students during lunch time.	<ul style="list-style-type: none"> • 30 S1 students, 26 S2 students and 29 S3 students have attended a total of 51 enrichment sessions. • These sessions have helped students to improve in the subject. • He has relieved the workload of teachers in marking MC questions for tests/examinations. • He has been effective and efficient in managing our school homepage. • He has relieved teachers of their miscellaneous non-teaching duties. • The course about using GeoGebra enhanced students' learning during Mathematics lessons.

(A) Allocations for 2018-19 school year	:	\$ 613,766.00
(B) Balance brought forward from CEG 2017/2018	:	\$3,091.74
(C) Total Expenditure for the period 1-9-2018 to 31-8-2019	:	\$612,923.85
(D) Transfer of Fund to OEPG from TA(BA) on 31-3-2019	:	\$4,056.64
(E) Balance carried forward for 2019/2020 (A)+(B)-(C)-(D)	:	\$ - 122.75 (The school will use ESSCSG to offset the deficit.)

Name of Teacher-in-charge of Capacity Enhancement Grant: Mr CHIU Sin-hang

Signature: _____

Date: 15-6-2019