

Queen's College

Year-end Review on the Use of Capacity Enhancement Grant 2019-20

Employment of 2 Teaching Assistants for English and Maths/IT and 0.5 Temporary Teacher for teaching Music and Computer

	Period of Employment, Salary & MPF	Duties Performed	Evaluation on effectiveness
1. Employment of a teaching assistant (English)	TA(Eng) 1-9-2019 to 31-8-2020  <i>\$ 17,954.46 /month</i>	TA(Eng) has helped the English Department in the following: 1. Giving supplementary exercises on grammar, listening and comprehension to less able S1 - S3 students; 2. Conducting enrichment classes for S1- S3 students; 3. Conducting the S.1 Peer Tutoring Programme (1 session) 4. English Builder total marks calculation for S1 – S5 students and handling technical matters of the system; 5. Taking minutes for staff meetings, and preparing English versions of minutes of Counselling Team and other school documents; 6. Performing miscellaneous non-teaching duties such as examination invigilation, stand-in duties and supervising students in activities outside school; 7. Assisting English teachers to prepare teaching materials; 8. Assisting in the Preparation Room during S4 – S5 SBA and 9. Assisting in the stock-taking of the department.	<ul style="list-style-type: none"> <li>10 students from S1, 8 students from S2 and 5 students from S3 attended a total of 21 enrichment sessions in the first semester.</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>She has relieved teachers of miscellaneous non-teaching duties.</li> </ul>
3. Employment of a teaching assistant (IT and Maths)	TA(Maths) 11-9-2019 to 31-8-2020  <i>\$ 17,954.46 /month</i>	TA(Maths) has helped the Mathematics Department as follows: 1. Conducting enrichment courses for S1-S3 students; 2. Using the MC scanner to help teachers to mark multiple choice exercises, tests and prepare survey analysis; 3. Providing assistance to teachers in preparing IT teaching materials; 4. Performing miscellaneous non-teaching duties such as examination invigilation and stand-in duties; 5. Assisting Mathematics teachers to prepare teaching materials and 6. Assisting in the stock-taking of the department.	<ul style="list-style-type: none"> <li>6 S1 students, 16 S2 students and 29 S3 students attended a total of 23 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 of tests/examinations.</li> <li>He has relieved teachers of their miscellaneous non-teaching duties.</li> </ul>

	<b>Period of Employment, Salary &amp; MPF</b>	<b>Duties Performed</b>	<b>Evaluation on effectiveness</b>
3. Employment of 0.5 Temporary Teacher for teaching Music and Computer	Temporary teacher 11-9-2019 to 31-8-2020  <i>\$ 16,635 /month</i>	Temporary teacher has helped the Music and Computer Studies Department as follows: 1. Conducting Music lessons for S1-S3 students; 2. Conducting Computer Literacy lessons for S1 students; 3. Preparing supplementary exercises for students and 4. Arranging musical activities for students.	<ul style="list-style-type: none"> <li>• He has helped to relieve teachers of teaching duties.</li> <li>• He has relieved teachers of their miscellaneous non-teaching duties.</li> </ul>

(A) Allocations for 2019-20 school year	:	<b>\$ 634,017.00</b>
(B) Balance brought forward from CEG 2018/2019	:	-\$127.00
(C) Total Expenditure for the period 1-9-2019 to 31-8-2020	:	<b>\$628,826.21</b>
(D) Transfer of Fund to OEPG from TA(BA) on 31-3-2019	:	\$0.00
(E) Balance carried forward for 2020/2021 (A)+(B)-(C)-(D)	:	<b>\$ 5068.04</b> (Transfer to OEPG)

Name of Teacher-in-charge of Capacity Enhancement Grant: Mr WONG Kwok-keung

Signature: \_\_\_\_\_

Date: 15-7-2020