

**Christian Alliance Cheng Wing Gee College**  
**Capacity Enhancement Grant (CEG)**  
**Plan on Use in 2017-18**

Means by which teachers have been consulted : Opinion survey followed in the staff meeting

No. of Operating Class : 24

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
中國語文教育： 1. 課程設計  2. 校本評核  3. 科目行政工作	1.1 協助中國語文科教師訓練學生口語，尤其是中三、六公開試級別 1.2 協助中國語文科教師推行各類語文科活動  2. 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  3.1 協助中國語文科教師科本考試行政安排及撰寫會議記錄 3.2 協助中國語文科教師處理一般文書工作	為中國語文科教師聘任教學助理一名	1. 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  2. 協助管理及保存校本評核的各項紀錄	2017年9月至 2018年8月	教學助理全年薪金 每月薪金\$14,625 及強積金 5%  總金額 =\$14,625x105%x12 =\$184,275	1. 中國語文科教師的非教學工作得以減輕  2. 分配的工作能於指定時限內完成  3. 已完成的工作數量及質量均符合中國語文科教師的要求	中國語文科科主任及任教老師對教學助理工作表現的考績問卷	中國語文科科主任： 馮偉樂老師

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<b>English Language Education:</b> 1. School -based English Language Curriculum  2. Coping with the diverse and special learning needs of students  3. Subject administration  4. Reading work	1. To develop school-based curriculum teaching materials and IT resources meeting the subject needs  2. To provide supplementary teaching to students of different learning needs  3. To document the panel's work and do the secretarial work in meetings  4. To assist in the implementation of the 'Reading Across Curriculum'	To employ a teaching assistant to assist teachers of the English Language panel in the task areas concerned	1. Teachers to be relieved of some workload in preparing teaching materials  2. Students' different learning needs to be met  3. Teachers to be relieved of some non-teaching duties	From Sep 2017 to Aug 2018	Salary of the TA for the year-  \$13,735 per month with 5% mandatory provident fund :  \$13,735x105%x12 months = \$173,061	1. Assigned tasks can be completed on or before the deadline  2. The quantity and quality of tasks completed meet the requirements of the English Language panel  3. Students of different learning needs show progress  4. Non-teaching duties of teachers outside the classrooms are relieved	Performance appraisal by the subject panel head and members	Head of the English Language panel: Mrs. Choi Chung Lai Mei

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<b>Mathematics Education:</b> 1. Curriculum development  2. Coping with the diverse and special learning needs of students  3. Subject administration	1. To develop teaching materials and IT resources  2.1 To provide remedial teaching for low-achievers 2.2 To conduct HKMO training for those top-notch Ss  3. To document the panel's work and do the secretarial work in meetings	To employ ONE teaching assistant to assist teachers of the Mathematics panel in the task areas concerned	1. Teachers to be relieved of some workload in preparing teaching materials  2. Students' different learning needs to be met  3. Teachers to be relieved of some non-teaching duties  4. Teachers to be relieved of extra workload in training more capable students	From Sep 2017 to Aug 2018	Salary of the TA for the year- \$14,625 per month with 5% mandatory provident fund :  \$14,625x105%x12 months = \$184,275	1. Teaching materials and IT resources are made up for teachers to use in daily teaching  2. Students taking part in the remedial program show progress in the performance of regular tests and examinations  3. Panel's work is well-documented  4. Minutes of meetings are prepared within two weeks after the meetings  5. More capable students show interest in the training and progress in the performance	1. Performance appraisal by the subject panel head and members  2. Evaluation over HKMO participation and performance	Head of the Math Panel: Mr. Tang Chun Wai