

**Christian Alliance Cheng Wing Gee College  
Capacity Enhancement Grant (CEG)  
Evaluation for 2016-17**

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	Success Criteria	Method(s) of Evaluation	Evaluation (Should corresponding to the Success Criteria and Method of Evaluation)
<p>中國語文教育：</p> <p>1. 課程設計</p> <p>2. 校本評核</p> <p>3. 科目行政工作</p>	<p>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</p> <p>1.2 協助中國語文科教師推行各類語文科活動</p> <p>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</p> <p>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</p> <p>3.2 協助中國語文科教師處理一般文書工作</p>	<p>為中國語文科教師聘任教學助理一名</p>	<p>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</p> <p>2. 協助管理及保存校本評核的各項紀錄</p>	<p>2016年9月至 2017年8月</p>	<p>1. 中國語文科教師的非教學工作得以減輕</p> <p>2. 分配的工作能於指定時限內完成</p> <p>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</p>	<p>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</p>	<p>教學助理於本年度之工作如下：</p> <ul style="list-style-type: none"> <li>● 提供實務協助，減少中文科同工的非教學工作，使同工有空間為不同的課程及不同學習需要的同學設計校本教材及教學材料。</li> <li>● 處理大量校本評核的跟進工作，由安排評核時間到跟進缺席同學都更有效率，令任教同工均可更專注於教學。</li> <li>● 配合中文科擴闊眼界的目標，能推動同學對外參與語文類活動，處理過程中的繁瑣行政工作，參與量大增，如朗誦比賽、徵文比賽、口語溝通比賽、帶領外出觀賞話劇演出、處理外遊團和各項行政安排等等。</li> <li>● 為各級聯絡處理基本的文書行政工作如會議紀錄及各項印務，令級聯絡可專注於課程及教學任務。</li> <li>● 協助中三同工整理及推行 TSA 之拔尖保底訓練，達到增加訓練量的目的。</li> <li>● 協助文憑班老師推動口語分流</li> </ul>

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							<p>班的訓練，亦負責編排同學進行小組討論，為口語溝通的訓練帶來效益。</p> <ul style="list-style-type: none"> <li>● 協助各級老師推行分組教學期間照顧學生，令教學變得多元化及能照顧學習差異。</li> <li>● 協助老師處理學生功課、測驗等跟工作。</li> </ul> <p>教學助理能完成各項指定任務，符合成功準則之描述。</p> <p>中文科教學助理之設立能令中文科在課程設計、照顧學習差異、減輕老師行政負擔上得到幫助，提昇整體教育效能，故期望未來仍可繼續。</p>
<p><b>English Language Education:</b></p> <ol style="list-style-type: none"> <li>1. School -based English Language Curriculum</li> <li>2. Coping with the diverse and special learning needs of students</li> <li>3. Subject administration</li> </ol>	<ol style="list-style-type: none"> <li>1. To develop school-based curriculum teaching materials and IT resources meeting the subject needs</li> <li>2. To provide supplementary teaching to students of different learning needs</li> <li>3. To document the panel's work and do the secretarial work in meetings</li> </ol>	<p>To employ a teaching assistant to assist teachers of the English Language panel in the task areas concerned</p>	<ol style="list-style-type: none"> <li>1. Teachers to be relieved of some workload in preparing teaching materials</li> <li>2. Students' different learning needs to be met</li> <li>3. Teachers to be relieved of some non-teaching duties</li> </ol>	<p>From Sep 2016 to Aug 2017</p>	<ol style="list-style-type: none"> <li>1. Assigned tasks can be completed on or before the deadline</li> <li>2. The quantity and quality of tasks completed meet the requirements of the English Language panel</li> <li>3. Students of different learning needs show progress</li> <li>4. Non-teaching duties of teachers outside the classrooms are relieved</li> </ol>	<p>Performance appraisal by the subject panel head and members</p>	<p>Employed in Oct 2016, the teaching assistant has helped our department in managing re-dictation and re-quiz sessions, providing assistance in running activities, as well as other administrative duties like photocopying, scanning, and conducting regular stock check of teaching resources.</p> <p>The teaching assistant has also taken up various non-teaching duties, such as taking students to inter-school oral practices, preparing materials and presents for activities. He helped being the tutor of some after-school booster and enhancement classes.</p> <p>Over 75% of the English panel members reflected that they were relieved of some workload regarding non-teaching duties. Nearly 50% of them agreed that the teaching assistant was able to complete</p>

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4. Reading work	4. To assist in the implementation of the 'Reading Across Curriculum'						<p>his duties on time and with satisfactory performance. Every member in the panel would welcome the aid of a teaching assistant in the next school year.</p> <p>Besides, the teaching assistant ran after-school enrichment classes for selected students from S1-S3. Each class consisted of about 20 – 25 students of low or average ability in English. The feedback from the students was generally positive. Yet the TA was sometimes absent during the lesson time and the number of lessons was cut and some make-up time needed. The size of the class was appropriate.</p> <p>Generally, half of our panel members thought that the performance of the TA was satisfactory. All teachers agree that the assistance of a TA is preferred next year. It is also suggested that there should be a better planning of teaching materials to be prepared by the TA.</p>
<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 students  3. To document the panel's work and do the secretarial work	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	From Sep 2016 to Aug 2017	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	1. Performance appraisal by the subject panel head and members  2. Evaluation over HKMO participation and performance	<p>The following is the main duties of the Math TA in 2016 – 2017 :</p> <ul style="list-style-type: none"> <li>● Taking minutes in all Math. meetings</li> <li>● Administrative support of Elite Student Training Program</li> <li>● Administrative support for exercise preparation in junior form enhancement classes</li> <li>● Leading students to participate all Math competitions</li> <li>● Preparation of HKDSE Exam revision materials</li> <li>● Printing work</li> <li>● Tutoring students in enhancement classes</li> </ul> <p>After the interviews with all Math panel members, oral feedback was obtained.</p>

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	in meetings		workload in training more capable students		meetings are prepared within two weeks after the meetings  5. More capable students show interest in the training and progress in the performance		<p>All teachers agreed that the Math TA could perform all the duties mentioned above and the performance was good with reasons as follows :</p> <ul style="list-style-type: none"> <li>● HKDSE Exam revision data bank has been well established and is kept developing from time to time</li> <li>● Most students participating in the S.1 &amp; 2 enhancement classes showed considerable improvement in exams</li> <li>● All meeting minutes were well-documented</li> <li>● Good participation rates were found in Elite Training Programmes at most of the secondary levels</li> <li>● Good participation rates were found in Maths competitions at most of the secondary levels</li> </ul> <p>We all opined that employing teaching assistant could achieve the targets set according to the success criteria. In the year 2017 – 2018, we suggest that the strategy of employing teaching assistant should be kept.</p>