

Christian Alliance Cheng Wing Gee College
Capacity Enhancement Grant (CEG)
Plan on Use in 2024-25

Means by which teachers have been consulted : Opinion consulted from subjects No. of Operating Class : 25

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：								
1. 常規教學	1. 填補因常額教席未能處理的科目教擔工作	為中國語文科聘任助理教師一名任教一班及在各項相關工作範疇內協助中國語文科教師	1. 科本的人力需求得以解決	2024年9月至2025年8月	教學助理全年薪金 每月薪金\$20 000 及強積金 5% 總金額 =\$20 000x105%x6 =\$126 900	1. 教學表現能達至學校及科目的要求	1. 中國語文科科主任對助理教師的考績報告 2. 其他中國語文科老師對助理教師於教學工作以外的表現評鑑 3. 任教班別的學生回饋	中國語文科科主任: 黃希彤老師
2. 課程設計	2.1 協助中國語文科教師製作教學材料		2. 減輕中國語文科教師於製作教學材料及推行各類語文科活動的工作量			2. 學生認同老師的教學表現理想		
3. 校本評核	2.2 協助中國語文科教師推行各類語文科活動		3. 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			3. 製作的教學材料有助中國語文科教師的日常教學工作		
4. 科目行政工作	3. 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		4. 協助管理及保存各項科本紀錄			4. 中國語文科教師的非教學工作得以減輕		
	4.1 協助中國語文科教師科本考試行政安排					5. 分配的工作能於指定時限內完成		
	4.2 撰寫會議記錄及一般文書工作					6. 已完成的工作數量及質量均符合中國語文科教師的要求		

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English Language:								
1. Curriculum development	1.1 To develop teaching materials and IT resources to meet the subject needs 1.2 To assist teachers in conducting learning related activities	To employ ONE 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 and in conducting learning related activities	From Sep 2024 to Aug 2025	Salary of the TA for the year \$17 000 per month with 5% mandatory provident fund: \$17 000x105%x12 months = \$214 200	1. Teaching materials and IT resources are made up for teachers to use in daily teaching 2. Learning related activities can be conducted and prepared with the assistance of the TA smoothly 3. Students of different learning needs taking part in the various supplementary programs show progress in the performance of regular tests and examinations	1. Feedback on the performance of non-teaching work from panel members 2. Feedback on the supplementary teaching performance from students	Head of the Eng. Lang. Panel: Ms. CHAN Ho Ying
2. Coping with the diverse and special learning needs of students	2. To arrange supplementary teaching for students of different learning needs in the subject		2. Students' different learning needs to be met			4. Panels' work is well-documented 5. Minutes of meetings are prepared within two weeks after the meetings		
3. Subject administration	3. To document the panel's work and do the secretarial work in subject meetings		3. Teachers to be relieved of some non-teaching duties within the panel					

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Mathematics:								
1. Curriculum development	1. To develop teaching materials and IT resources to meet the subject needs	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	From Sep 2024 to Aug 2025	Salary of the TA for the year- \$17 000 per month with 5% mandatory provident fund: \$17 000x105%x6.85 months = \$122 272.5	1. Teaching materials and IT resources are made up for teachers to use in daily teaching 2. Low achievers show progress in the performance of regular tests and examinations 3. Top-notch students join the HKMO with commendable performance 4. Panels' work is well-documented 5. Minutes of meetings are prepared within two weeks after the meetings	1. Feedback on the performance from the panel members on non-teaching work 2. Feedback on the teaching performance from students in the teaching classes 3. Performance results in HKMO	Head of the MATH Panel Mr. CHU Kut Leung
2. Coping with the diverse and special learning needs of students	2.1 To provide remedial teaching for low achievers 2.2 To conduct HKMO training for those top-notch students		2. Students' different learning needs (less and more able) to be met					
3. Subject administration	3. To document the panel's work and do the secretarial work in subject meetings		3. Teachers to be relieved of some non-teaching duties within the panel					

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STEAM Education:								
1. Curriculum development	1.1 To develop teaching materials and IT resources to meet the subject needs 1.2 To prepare and trial apparatus for the teaching staff to demonstrate to the students 1.3 To establish and set up new experiments, demonstrations and models as requested by teaching staff	To employ ONE teaching assistant to assist teachers of the STEAM Education panel in the task areas concerned	1. Teachers to be relieved of some workload in preparing teaching materials 2. More innovative demonstrations and hands-on experience to be provided. 3. Students' different learning needs (less and more able) to be met 4. Teachers to be relieved of some non-teaching duties within the panel	From Sep 2024 to Aug 2025	Salary of the TA for the year- \$17 000 per month with 5% mandatory provident fund: \$17 000x105%x12 months = \$214 200	1. Teaching materials and IT resources are made up for teachers to use in daily teaching 2. More new experiments and demonstrations are set up to arouse students' interest in the subject 3. Low achievers show progress in the lesson performance 4. Top-notch students join external competitions with commendable performance 5. Panels' work is well-documented 6. Minutes of meetings are prepared within two weeks after the meetings	1. Feedback on the performance from the panel members on the preparation work of various tasks and teaching materials developed 2. Performance results external competitions 3. Feedback on the performance from the panel members on the documentation and secretarial work	Head of the STEAM Ed Panel Mr. LEUNG Wai Man
2. Coping with the diverse and special learning needs of students	2.1 To attend practical sessions and assist teachers at their request to ensure safe work systems are followed and risks are minimised 2.2 To provide remedial teaching for low achievers 2.3 To conduct extra training and guidance for those top-notch students							
3. Subject administration	3. To document the panel's work and do the secretarial work in subject meetings							