

Christian Alliance Cheng Wing Gee College
Capacity Enhancement Grant (CEG)
Plan on Use in 2020-21

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 2. 課程設計 3. 校本評核 4. 科目行政工作	1. 填補因常額教席未能處理的科目教擔工作 2.1 協助中國語文科教師製作教學材料 2.2 協助中國語文科教師推行各類語文科活動 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 4.1 協助中國語文科教師科本考試行政安排 4.2 撰寫會議記錄及一般文書工作	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 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 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 4. 協助管理及保存各項科本紀錄	2020年9月至 2021年8月	教學助理全年薪金 每月薪金\$18 000 及強積金 5% 總金額 =\$18 000x105%x12 =\$226 800	1. 教學表現能達至學校及科目的要求 2. 學生認同老師的教學表現理想 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. 中國語文科教師的非教學工作得以減輕 5. 分配的工作能於指定時限內完成 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	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： 馮偉樂老師

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English Language:								
1. Regular teaching work	1. To meet the manpower needs for the subject which cannot be resolved in 2020-21 School Establishment	To employ ONE assistant teacher to teach one class and to assist teachers of the English Language panel in the task areas concerned	1. The manpower needs to be resolved	From Sep 2020 to Aug 2021	Salary of the AT for the year- \$18 000 per month with 5% mandatory provident fund: \$18 000x105%x12 months = \$226 800	1. Teaching performance can meet the school's and subject's requirements	1. Performance appraisal by the subject panel head	Head of the Eng. Lang. Panel: Ms. Chung Lai Mei
2. Curriculum development	2. To develop teaching materials and IT resources to meet the subject needs		2. Teachers to be relieved of some workload in preparing teaching materials			2. Students' feedback to the teaching performance is satisfactory	2. Feedback on the performance from the panel members on non-teaching work	
3. Coping with the diverse and special learning needs of students	3. To arrange supplementary teaching for students of different learning needs in the subject		3. Students' different learning needs to be met			3. Teaching materials and IT resources are made up for teachers to use in daily teaching	3. Feedback on the teaching performance from students in the teaching class	
4. Subject administration	4. To document the panel's work and do the secretarial work in subject meetings		4. Teachers to be relieved of some non-teaching duties within the panel			4. Students of different learning needs taking part in the various supplementary programs show progress in the performance of regular tests and examinations	5. Panels' work is well-documented	
						6. Minutes of meetings are prepared within two weeks after the meetings		

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Mathematics:								
1. Regular teaching work	1. To meet the manpower needs for the subject which cannot be resolved in 2020-21 School Establishment	To employ ONE assistant teacher to teach one and half classes and to assist teachers of the Mathematics panel in the task areas concerned	1. The manpower needs to be resolved	From Sep 2020 to Aug 2021	Salary of the AT for the year- \$18 000 per month with 5% mandatory provident fund: \$18 000x105%x12 months = \$226 800	1. Teaching performance can meet the school's and subject's requirements	1. Performance appraisal by the subject panel head	Mr. Tang Chun Wai
2. Curriculum development	2. To develop teaching materials and IT resources to meet the subject needs		2. Teachers to be relieved of some workload in preparing teaching materials			2. Students' feedback to the teaching performance is satisfactory	2. Feedback on the performance from the panel members on non-teaching work	
3. Coping with the diverse and special learning needs of students	3.1 To provide remedial teaching for low achievers		3. Students' different learning needs (less and more able) to be met			3. Teaching materials and IT resources are made up for teachers to use in daily teaching	3. Feedback on the teaching performance from students in the teaching classes	
	3.2 To conduct HKMO training for those top-notch students		4. Teachers to be relieved of some non-teaching duties within the panel			4. Low achievers show progress in the performance of regular tests and examinations	4. Performance results in HKMO	
4. Subject administration	4. To document the panel's work and do the secretarial work in subject meetings					5. Top-notch students join the HKMO with commendable performance		
						6. Panels' work is well-documented		
						7. Minutes of meetings are prepared within two weeks after the meetings		