

Christian Alliance Cheng Wing Gee College
Capacity Enhancement Grant (CEG)
Evaluation for 2018-19

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Success Criteria	Method(s) of Evaluation	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>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> <p>1. 課程設計 課程小組成員，協助課程小組處理各類文件及製作教材，已完成編製資料冊供老師使用。</p> <p>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。</p> <p>協助文憑班老師推動口語分流班的訓練，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> <p>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、處理外遊團和項行政安排等等。</p> <p>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。</p> <p>2. 校本評核 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做任教同工均可更專注於教學。</p> <p>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。</p> <p>3. 科目行政工作 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</p>

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						<p>任務。協助老師處理學生功課、測驗等跟工作。</p> <p>總結： 教學助理能完成各項指定任務，符合成功準則之描述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。</p>
<p>Mathematics Education:</p> <p>1. Curriculum development</p> <p>2. Coping with the diverse and special learning needs of students</p> <p>3. Subject administration</p>	<p>1. To develop teaching materials and IT resources</p> <p>2.1 To provide remedial teaching for low-achievers</p> <p>2.2 To conduct HKMO training for those top-notch Ss</p> <p>3. To document the panel's work and do the secretarial work in meetings</p>	<p>To employ ONE teaching assistant to assist teachers of the Mathematics panel in the task areas concerned</p>	<p>1. Teachers to be relieved of some workload in preparing teaching materials</p> <p>2. Students' different learning needs to be met</p> <p>3. Teachers to be relieved of some non-teaching duties</p> <p>4. Teachers to be relieved of extra workload in training more capable students</p>	<p>1. Teaching materials and IT resources are made up for teachers to use in daily teaching</p> <p>2. Students taking part in the remedial program show progress in the performance of regular tests and examinations</p> <p>3. Panel's work is well-documented</p> <p>4. Minutes of meetings are prepared within two weeks after the meetings</p> <p>5. More capable</p>	<p>1. Performance appraisal by the subject panel head and members</p> <p>2. Evaluation over HKMO participation and performance</p>	<p>The followings are the main duties of MATH TA in 2018 – 2019 :</p> <ol style="list-style-type: none"> Taking minutes in all MATH meetings. Supporting the administrative work of Elite Student Training Program. Supporting the administrative work and preparing exercises in junior form enhancement classes. Leading students to participate in all MATH competitions. Preparing HKDSE Exam revision materials. Doing printing work for teachers. Tutoring students in Enhancement Classes. Managing the resources in MATH room. Supervising the MATH room during opening hours (lunch time on Mon, Wed & Fri). <p>After the interviews with all MATH panel members, oral feedback was obtained. All teachers highly agreed that MATH TA could perform all the duties mentioned above and the performance was excellent. The reasons are :</p> <ol style="list-style-type: none"> HKDSE Exam revision data bank has been richly established and is kept developing from time to time. Most students who had participated in S.1 & 2 enhancement classes showed considerable improvement in exams. All meeting minutes were well-documented. Good participation rates of Elite Training Program in most of the forms were recorded. Good participation rates of MATH

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				students show interest in the training and progress in the performance		competitions in most of the forms were recorded. 6. High use rates of MATH room were recorded. Conclusion: We all concluded that employing teaching assistant could achieve the targets set according to the success criteria. We suggested that the strategy of employing a teaching assistant should be kept in 2019 – 2020.
中國語文教育： 1. 課程設計 2. 協助中六拔尖補底	1.1 協助課程小組設計初中課程框架 1.2 負責專項教材制作: 語文知識、文言文常識、文化常識 1.2 支緩教學，任教兩班，令課程小組成員減一班教學，專心課程工作 2. 協助中六級閱讀卷之拔尖工作	聘任一位老師負責教學及課程小組工作	1. 減輕課程小組成員的教學工作，使老師專注發展教學、課程及照顧學生學習差異 2. 協助小組設計課程、製作教材 3. 中六級會議規劃分工，老師負責指定卷別的拔尖工作	1. 減輕課程小組成員的教學壓力 2. 能支援課程小組的不同任務 3. 製作不同的課程教材	1. 課程小組之會議紀錄 2. 各類教材	1. 聘任老師主要負責課程小組內之分工，推動中文科課程改革，製作各類教材如文言知識、語文常識及自學篇章等。支援科主任於課改小組內的工作。並成為中六級拔尖老師，照顧中六級中成績較優的進行個別輔導，尤其是卷二寫作之輔導，提升拔尖成效。 2. 老師能為課程小組創造更大的人力空間，協助科主任按目標完成有關課程小組的目標和實質任務，完成了成功準則的第一、二及三項。 3. 老師在課後負責照顧約十名學生，指導其應試技巧。完成協助中六級拔尖這目標；能深化拔尖的目標及任務。

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Music Education: 1. Singing skills development 2. Orchestral Training	1.1 To arrange more practice sessions for the school choir 1.2 To offer solo/duet vocal and Capella training to elite students in singing 2. To arrange more practice sessions for the school orchestra	1. To employ ONE external tutor to conduct the singing practice sessions during lunch time and after school 2. To employ ONE external tutor to conduct the practice sessions for the school orchestra during lunch time and after school	1. Music teacher to be relieved of some workload in conducting practice sessions so as to spend more time on designing the music lessons and music curriculum 2. More training and rehearsal sessions of good quality can be conducted	1. Music teacher's workload is reduced and can focus on design of music lessons, development of curriculum, administrative work, attendance rate, students' and discipline, organizing performance etc. 2. Students are able to perform on stage with satisfied standard and quality, and take part in the inter-school music competitions e.g. Hong Kong Schools Music Festival.	1. Feedback from Music teacher, external tutors and students 2. Audiences' feedback on the quality of performance 3. Participation rate in interschool music competitions 4. Performance in interschool music competitions	1. Effective training was achieved. 15 students having involved in the training attained championship/first place/second place in the 71 st Music Festival Competition. 2. Music teacher's workload in training was reduced, teacher can focus on more administrative work. 3. Students received regular and effective training at least once a week throughout the whole year. 1. Effective training was achieved. 40 Students having involved in the training attained good reputation in internal performance such as the School Information Day, the Graduation Ceremony etc., as well as external performance like the KTAC Joint School Concert. 2. Music teacher's workload in training was reduced, teacher can focus on more administrative work. 3. Students have received regular and effective training at least once a week throughout the whole year. And their confidence was build up through the training.