

Report on Use of Capacity Enhancement Grant in 2022/2023 School Year

Name of school: CNEC Christian College

Number of operating classes: 24

Means by which teachers have been consulted: Open discussion and opinion survey from 49 teachers in the staff meeting on 9-6-2023

| Task Areas | Major Areas of Concern | Strategies/Tasks | Benefits Anticipated (e.g. in what way teachers' workload is alleviated) | Time scale | Resources Required | Success Criteria | Methods of Evaluation | Tasks Accomplishment (Refer to Part I below for details) |
|--|--|--|--|---------------------------------------|--|---|--|--|
| Equipping students to be active and self-directed learners | Release administrative workload of teachers so that they can spend more time in promoting self-directed learning | Employ a Teacher Assistant to assist the HODs in administrative work | Relieve some workload of teachers so that teachers could have more time to take care of the students | From September 2022 onward for 1 year | Salary of the Teacher Assistant for the year: \$90,829.80 | More than 80% of the teachers concerned have agreed that the Teacher Assistant could ease their workload. | Consult the English subject head opinions; collect feedbacks from teachers by using questionnaires and through discussion in the annual review | Accomplished [Refer to Part I, 1 below] |

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|--|--|---|---|---------------------------------------|---|---|---|---|
| Enhancing the effectiveness of e-Learning and e-Teaching | Ensure the e-Learning and e-Teaching can be smoothly conducted both in the classrooms and on the online platforms. | Employ an Technical Support Assistant to give technical support for e-Learning and e-Teaching | Teachers concerned can conduct teaching or activities more effectively as technical problems can be minimized | From September 2022 onward for 1 year | Salary of the Technical Support Assistant for the year: \$74,186.10 | More than 93% of the teachers concerned have agreed that the Technical Support Assistant could help solve their problems. | Collect feedbacks from teachers by using questionnaires and through discussion in the annual review | Accomplished [Refer to Part I, 2 below] |
| Coping with diverse and special learning needs of students | Release clerical and administrative workload of teachers so that they can spend more time in taking care of different learning needs of students | Employ an Activities Assistant to assist the HODs in running activities of school | Relieve some workload of teachers so that teachers could have more time to take care of the students | From September 2022 onward for 1 year | Salary of the Activities Assistant for the year: \$126,741.30 Total: \$291,757.20 | 98% of the teachers concerned have agreed that the Activities Assistant could ease their workload. | Collect feedbacks from teachers by using questionnaires and through discussion in the annual review | Accomplished [Refer to Part I, 3 below] |

Questionnaire on the Use of Capacity Enhancement Grant (2022-2023)

9-6-2023

Total Respondents: 49

| <u>Part I: Evaluation on the use of Capacity Enhancement Grant (2022-2023)</u> | | | | | | | |
|---|---|---|----------|----------|----------|----------|------------|
| <u>Name of Staff and Aspects for Evaluation</u> | | <u>Grade</u> | | | | | |
| | | A: Outstanding B: Above Average C: Average D: Below Average E: Unsatisfactory I n: Insufficient Information to opine | | | | | |
| 1. Teacher Assistant | | A | B | C | D | E | I I |
| | Ms. Shea Chiu Fan, Michelle | | | | | | |
| | Tasks ➤ Assist English teachers to organize and conduct activities, prepare lesson materials and online resources for self-access learning. ➤ Assist Head of English Department in clerical and administrative work. ➤ Taking minutes for some action groups and task groups Anticipated Benefits ➤ Relieve some workload of teachers so that teachers could have more time to take care of the students | 53.1 | 22.4 | 6.1 | 0 | 0 | 18.4 |

| 2. | Technician Support Assistant Mr. Lau Hiu Yeung, Kevin | A | B | C | D | E | I n |
|----|---|------|------|-----|---|---|------|
| | Tasks <ul style="list-style-type: none"> ➤ Give support on the use of PC and AV equipment and photocopiers; technical support in school events, e-Learning, e-Teaching and e-Attendance ➤ MC questions marking, borrowing service of IT equipment Anticipated Benefits <ul style="list-style-type: none"> ➤ Teachers concerned can conduct teaching or activities more effectively as technical problems can be minimized ➤ | 49 | 38.8 | 6.1 | 0 | 0 | 6.1 |
| 3. | Activities Assistant Mr. Law Ka Lung, Moses | A | B | C | D | E | I I |
| | Tasks <ul style="list-style-type: none"> ➤ Assist action groups and task groups to conduct activities and help the administrative work Anticipated Benefits <ul style="list-style-type: none"> ➤ The heavy workload of the teachers concerned is alleviated and activities are conducted more effectively | 67.3 | 20.4 | 2 | 0 | 0 | 10.2 |