

## Report on Use of Capacity Enhancement Grant in 2020/2021 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 55 teachers in the staff meeting on 2-6-2021**

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 2020 onward for 1 year	Salary of the Teacher Assistant for the year: <b>\$183,960</b>	More than 60% 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, 3 below]

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 February 2021 onward for 7 months	Salary of the Technical Support Assistant for the year: <b>\$ 262,709.16</b>	More than 90% 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, 1 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 2020 onward for 1 year	Salary of the Activities Assistant for the year: <b>\$ 134,442</b>  <b>Total: \$581,111.16</b>	More than 85% 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, 2] below

**Questionnaire on the Use of Capacity Enhancement Grant (2020-2021)**

2-6-2021

*Total Respondents: 55*

<b><u>Part I: Evaluation on the use of Capacity Enhancement Grant (2020-2021)</u></b>							
<b><u>Name of Staff and Aspects for Evaluation</u></b>		<b><u>Grade</u></b>					
		A: Outstanding    B: Above Average C: Average        D: Below Average E: Unsatisfactory I n: Insufficient Information to opine					
<b>1.</b>	<b>Technician Support Assistant</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>I n</b>
	<b>Tasks</b> ➤ 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 <b>Anticipated Benefits</b> ➤ Teachers concerned can conduct teaching or activities more effectively as technical problems can be minimized ➤	22	20	10	0	0	3

2.	Activities Assistant	A	B	C	D	E	II
	<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>➤ Assist action groups and task groups to conduct activities and help the administrative work</li> </ul> <p><b>Anticipated Benefits</b></p> <ul style="list-style-type: none"> <li>➤ The heavy workload of the teachers concerned is alleviated and activities are conducted more effectively</li> </ul>	37	7	4	0	0	7
3.	Teacher Assistant	A	B	C	D	E	II
	<p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>➤ Assist English teachers to organize and conduct activities, prepare lesson materials and online resources for self-access learning.</li> <li>➤ Assist Head of English Department in clerical and administrative work.</li> <li>➤ Taking minutes for some action groups and task groups</li> </ul> <p><b>Anticipated Benefits</b></p> <ul style="list-style-type: none"> <li>➤ Relieve some workload of teachers so that teachers could have more time to take care of the students</li> </ul>	18	11	5	0	0	21