

Report on Use of Capacity Enhancement Grant in 2019/2020 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 58 teachers in the staff meeting on 24-6-2020**

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 2019 onward for 1 year	Salary of 0.4 Teacher Assistant for the year: \$0	Advertisement for recruiting teacher assistant was posted twice from July to August 2019. However, there was either no suitable candidate or potential candidate did not accept the post.	Not applicable.	Not applicable.

Enhancing the effectiveness of e-learning, and students' English and Putonghua Proficiency	Enhance students' proficiency in e-learning, spoken English and Putonghua	Employ an IT Technician to give technical support for e-Learning and assist the English and Chinese teachers in the MMLC	Teachers concerned can conduct teaching or activities more effectively as technical problems can be minimized	From September 2019 onward for 1 year	Salary of the IT Technician for the year: \$ 263,951	More than 75% of the teachers concerned have agreed that the IT Technician could help solve their problems.	Consult the English and Chinese subject heads' opinions; 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 2019 onward for 1 year	Salary of the Activities Assistant for the year: \$ 252,441 Total: <u>\$516,392</u>	More than 80% 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 (2019-2020)

24-6-2020

Total Respondents: 58

<u>Part I: Evaluation on the use of Capacity Enhancement Grant (2019-2020)</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 I: Insufficient Information to opine					
1.	IT Technician Mr. Hui King Sang	A	B	C	D	E	I I
	Tasks ➤ Give PC and AV equipment support, technical support for school events, photocopier, e-Learning and e-Attendance support ➤ MC questions marking, school artwork and design ➤ Assist the English & Chinese teachers in the MMLC Anticipated Benefits ➤ Teachers concerned can conduct teaching or activities more effectively as technical problems can be minimized	23	21	14	0	0	0

2.	Activities Assistant Mr. Law Ka Lung, Moses	A	B	C	D	E	II
	Tasks ➤ Assist action groups and task groups to conduct activities and help the administrative work Anticipated Benefits ➤ The heavy workload of the teachers concerned is alleviated and activities are conducted more effectively	29	19	4	0	0	6