

Plan on Use of Capacity Enhancement Grant in 2023/2024 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	People Responsible
Equipping students to be active and self-directed learners	Release administrative workload of teachers so that they can spend more time in implementing self-directed learning	Employ a Teacher Assistant to assist the English Department and other HODs in administrative work	Relieve some workload of teachers so that teachers could have more time to take care of the students	From September 2023 onward for 1 year	Salary of the Teacher Assistant for the year: \$143,375	More than 65% of the teachers concerned have agreed that the Teacher Assistant could ease their workload	Collect feedbacks from teachers by using questionnaires and through discussion in the annual review	Ms. Poon W.K. and Ms. Yung L.F.

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 2023 onward for 1 year	Salary of the Technical Support Assistant for the year: \$126,215	More than 77% of the teachers concerned have agreed that the IT Technician could help solve their problems.	Collect feedbacks from teachers by using questionnaires and through discussion in the annual review	Mr. Lau S.F.
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 2023 onward for 1 year	Salary of 0.5 Activities Assistant for the year: \$134,342 Total: \$403,932	More than 79% 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	Mr. Chan T. M.

Questionnaire on the Use of Capacity Enhancement Grant (2023-2024)

9-6-2023

Total Respondents: 49

<p align="center"><u>Part II:</u></p> <p align="center">Proposal on the Use of Capacity Enhancement Grant (2022-2023)</p>		<p align="center"><u>Grade</u></p> <p>A: Agree B: Slightly Agree</p> <p>C: Slightly Disagree D: Disagree</p> <p>I n: Insufficient Information to opine</p>				
<p align="center">Items</p>		<p align="center">A</p>	<p align="center">B</p>	<p align="center">C</p>	<p align="center">D</p>	<p align="center">I n</p>
<p>4.(a)</p>	<p>Employ a Technical Support Assistant to assist teachers in teaching and conducting activities</p>	<p align="center">65.3</p>	<p align="center">10.2</p>	<p align="center">0</p>	<p align="center">0</p>	<p align="center">24.5</p>
<p>4.(b)</p>	<p>Employ an activities assistant to assist the running of activities of action groups and task groups</p>	<p align="center">77.6</p>	<p align="center">10.2</p>	<p align="center">2</p>	<p align="center">0</p>	<p align="center">10.2</p>
<p>4.(c)</p>	<p>Employ a teacher assistant to assist the administrative/clerical work of English Department, Action groups and Task groups</p>	<p align="center">79.6</p>	<p align="center">10.2</p>	<p align="center">2</p>	<p align="center">0</p>	<p align="center">8.2</p>
<p>4.(d)</p>	<p>Others (Please specify)</p> <ul style="list-style-type: none"> • recruit a teaching assistant to help language teachers to fulfil administrative duties 					