

## *Sir Ellis Kadoorie Secondary School (West Kowloon)*

### **Proposed Use of Capacity Enhancement Grant (2007/08)**

#### **Employment of Two Full-time Temporary Teachers**

#### **Objectives**

- ◆ To relieve teachers' workload, thus enhancing their capacity to concentrate on the following three critical tasks in the education reform:
  - (i) Curriculum development, including the integration of information technology in teaching;
  - (ii) Enhancing students' language proficiency; and
  - (iii) Coping with the diverse and special learning needs of students with varied abilities, ranging from the gifted ones to those with learning difficulties.

#### **Implementation Plan**

1. The "List of Applicants for Temporary Teachers Post in EMB (2007/2008)" would be consulted for the recruitment of two full-time Temporary Teachers for the academic year, 2007-2008 (1.9.2007 – 31.8.2008) in July 2007.
2. Short-listed candidates will be interviewed in July/August 2007.

#### **Temporary Teacher's qualifications**

1. Certificate master
2. Fluent in both spoken and written English.
3. Good command of computer skills.
4. Some teaching experience will be an advantage.

#### **Budget**

- ◆ The monthly rate for the employment of the Temporary Teachers will be on non-civil service contract terms:

$$\begin{aligned} & \text{Certificate master (MPS point 14 + 5\%MPF)} \\ & \$17935.00 + 5\%MPF(\$896.75) = \$18,831.75 \end{aligned}$$

- ◆ The total expenditure for 2 teachers will be:

$$\begin{aligned} & \text{Certificate master (MPS point 14 + 5\%MPF)} \\ & \$18,831.75 \times 12 \text{ months} = \underline{\$225,981.00} \text{ per annum} \\ & \underline{\$225,981.00} + \underline{\$225,981.00} = \underline{\$451,962} \text{ per annum} \end{aligned}$$

#### **Success Criteria**

- ◆ The overall workload of teachers is alleviated.
- ◆ Teachers are able to concentrate on the three critical tasks in the education reform,

namely curriculum development, enhancing students' language proficiency and coping with the diverse and special learning needs of students with varied abilities.

### **Method of Evaluation**

- ◆ The average number of teaching periods per teacher is reduced when compared to the previous academic year.
- ◆ Feedback from teachers through questionnaire.

### **Teacher Responsible**

Mrs. TSANG WU Yuk-kwan

## ***Sir Ellis Kadoorie Secondary School (West Kowloon)***

### **Proposed Use of Additional Time-limited Capacity Enhancing Grant**

#### **Employment of Teaching Assistant for Chinese 2007/2008**

#### **Purpose**

To relieve teachers' workload, thus enhancing their capacity to focus more on the challenges and opportunities brought by the Education Reform.

#### **Objectives**

1. To assist Chinese teachers in preparing the New HKCE syllabus of Chinese for S1 to S5 students.
2. To assist Chinese teachers in preparing various teaching aids, materials and handouts for students.
3. To assist Chinese teachers in arranging classroom activities and the Chinese Extensive Reading Scheme.
4. To help design and conduct regular Chinese language programmes after school for different target groups to help cope with the diverse and special learning needs of students with varied abilities.
5. To release Chinese teachers' workload so that teachers will have enhanced capacity on developing effective strategies to integrate into everyday teaching and learning the students' competencies reflected in the Territory-wide System Assessment (TSA).
6. To assist Chinese teachers in organizing various activities and educational visits held by the Chinese Club or the Chinese Department.
7. To assist Chinese teachers in making arrangements to facilitate the introduction of School-based Assessment (SBA).

#### **Implementation Plan**

1. Applicants of S.7 level (proficient in both Chinese and English) will be employed through open advertisement or the recruitment exercise by the Labour Department. Eligible applicants will be interviewed by members of the Department of Chinese.
2. The T.A. (Chinese) has to assist Chinese teachers in the following aspects:
  - To prepare the HKCE syllabus of Chinese for S1 to S5 students.
  - To assist Chinese teachers in preparing various teaching aids, materials and handouts for students.
  - To arrange classroom activities and the "Chinese Extensive Reading Scheme".
  - To assist Chinese teachers in organizing various activities held by the Chinese Club.
  - To help design and conduct regular Chinese language programmes after school for students of different target groups:

<b>Chinese language programmes</b>	<b>Target groups</b>
Chinese Enrichment Course	Newly-arrived students
Chinese Enhancement Course	S1-S3 students
Chinese Summer Course	S1- S4 students

### **Budget**

The monthly rate for the employment of the CTA on non-civil service contract term:

$$\$9,675.00 + \$483.75 (5\%MPF) = \$10158.75$$

The total expenditure for 12 months:

$$\$10158.75 \times 12 \text{ months} = \underline{\$121,905.00} \text{ per annum}$$

### **Success Criteria**

1. 90% of the Chinese teachers think that their workload has been alleviated with the employment of a T.A.
2. Students of different ethnic groups are more able to interact and communicate in Cantonese in activities inside and outside classrooms.
3. Students will show greater interest in reading Chinese books.
4. Students of different ethnic groups who have joined the “Chinese Enrichment Course” can understand instructions in Cantonese during Chinese lessons.
5. Members of the Chinese Club are enthusiastic in joining the activities organized by the Club.

### **Methods of Evaluation**

1. A survey will be conducted among members of the Chinese Department
2. Students’ willingness to explore Chinese cultures and apply what they have learnt in their daily life will be observed.
3. A pre-test to be prepared by the department will be given to all students who attend the courses in the first lesson of the above named programmes. A post-test will be given to the same students at the end of the courses. Results of the two tests will be compared and analyzed by the school.
4. Students’ reading records will be consulted at the end of the academic year.
5. A 70% participation rate of the activities organized by the Chinese Club is attained.

### **Teacher Responsible**

**Ms. SHAM Suk-yee**

## ***Sir Ellis Kadoorie Secondary School (West Kowloon)***

### **Proposed Use of Additional Time-limited Capacity Enhancement Grant**

#### **Employment of Teaching Assistant for English 2007-2008**

##### **Purpose**

To relieve teachers' workload, thus enhancing their capacity to focus more on the challenges and opportunities brought by the Education Reform

##### **Objectives**

1. To assist English teachers in all aspects, from curriculum development to coaching individual students who need extra help.
2. To arrange school-based English programmes and courses provided by service providers in order to arouse students' interest in English and to bring out their confidence in using English.
3. To release English teachers' workload so that teachers will have enhanced capacity on developing effective strategies to integrate into everyday teaching and learning the students' competencies reflected in the Territory-wide System Assessment (TSA).
5. To assist English teachers in organizing various activities and educational visits held by the English Society or the English Department.
6. To assist English teachers in making arrangements to facilitate the implementation of School-based Assessment (SBA).

##### **Implementation Plan**

3. The present T.A. will be re-employed to work for another year from 1 September 2007 to 31 August 2008.
4. The T.A. will work from 8:10 a.m. to 5:00 p.m. from Monday to Friday, except on public holidays.
5. The T.A. will conduct after school/lunchtime courses /remedial programmes for students who are preparing for public exams and for students who need special assistance.
6. The T.A. will organize after school / lunchtime English activities (e.g. basic phonics and pronunciation classes etc.) for interested students.
7. The T.A. will help organise activities for the English Society and conduct joint extra-curricular activities with other ECA groups.
8. The T.A. will organize or arrange S1 English Bridging programmes and English programmes for other levels during the Summer Holidays.
9. The T.A. will help members of the English Department prepare worksheets / IT materials for teaching and learning purposes.
10. The T.A. will assist the English SBA Coordinator in preparing materials and supervising students' viewing of films etc.

11. The T.A. will assist teachers in the process of conducting SBA and TSA.
12. The T.A. will help with the annual stocktaking for the English Department and the handling and stocktaking of ERS books.
13. The T.A. will help to train students for the Hong Kong Schools Speech Festival.
14. The T.A. will help with the school's publications and assist teachers in administering admission tests.
15. The T.A. will help with the administrative work of the English Department (e.g. contact publishers, service providers, writing minutes for English meetings etc.)
16. The T.A. will attend to other duties assigned by the Head of the English Department and the School during the year.

### **Teaching Assistant qualifications**

5. S7 or above
6. Fluent in both spoken and written English
7. Good command of computer skills
8. Formal training in English teaching would be an advantage

### **Budget**

The monthly rate for the employment of the CTA on non-civil service contract term:

$$\$9,675.00 + \$483.75 (5\%MPF) = \$10158.75$$

The total expenditure for 12 months:

$$\$10158.75 \times 12 \text{ months} = \underline{\$121,905.00} \text{ per annum}$$

### **Success Criteria**

1. 90% of the English teachers think that their workload has been alleviated with the employment of a T.A.
2. 80% of the English teachers think that the employment of a T.A. gives teachers more space to develop effective strategies to cope with student diversity and the implementation of School-based Assessment (SBA)
3. Academic improvement shown among students who receive additional help from the T.A.

### **Method of Evaluation**

1. A questionnaire survey will be conducted among members of the English Department.
2. Comparison of Half-yearly and Annual examination results of students who receive additional help from the T.A.
3. SBA for English Language has been conducted smoothly with the help of the T.A.

### **Teacher Responsible**

Mrs. YAU KWONG Tse-wai

## ***Sir Ellis Kadoorie Secondary School (West Kowloon)***

### **Use of Additional Time-limited Capacity Enhancement Grant Employment of a Teaching Assistant for Mathematics 2007-2008**

#### **Purpose**

To relieve teachers' workload, thus enhancing their capacity to focus more on the challenges and opportunities brought by the Education Reform.

#### **Objectives**

1. To assist Mathematics teachers in all aspects.
2. To help students to regain interest and confidence in Mathematics.
3. To upgrade the standard of the students in Mathematics.
4. To release Mathematics teachers' workload so that teachers will have enhanced capacity on developing effective strategies to integrate into everyday teaching and learning the students' competencies reflected in the Territory-wide System Assessment (TSA).

#### **Implementation Plan**

1. To employ a full-time Mathematics T.A. (1.9.2007 to 31.8.2008). The working time will be 8:10 a.m. to 5:00 p.m. every day from Monday to Friday, except on public holidays.
2. To conduct S.5 Mathematics enrichment tutorial classes twice a week.
3. To conduct S.5 Additional Mathematics enrichment tutorial classes twice a week.
4. To conduct S.4 Mathematics enrichment tutorial classes twice a week (for three months).
5. To conduct S.3 Mathematics enrichment tutorial classes once a week (for two months).
6. To prepare worksheets for Mathematics teachers.
7. To assist Mathematics teachers in I.T. teaching.
8. To conduct Q&A sessions in Mathematics during lunch-breaks. (1:00 – 1:35 p.m. from 15.9.2007 to 30.6.2008).
9. To assist the Head of the Mathematics Department to prepare self-learning exercise books.

#### **Budget**

The monthly rate for the employment of the teaching assistant on non-civil service contract terms:

$$\$9,675.00 + \$483.75 (5\%MPF) = \$10158.75$$

The total expenditure for 12 months:

$$\$10158.75 \times 12 \text{ months} = \underline{\$121,905.00} \text{ per annum}$$

### **Success Criteria**

4. 90% of the Mathematics teachers think that their workload has been alleviated with the employment of a T.A.
5. Improvement in Mathematics shown among students – a higher passing percentage in the corresponding forms that receive extra assistance through enrichment tutorial classes.
6. A good learning environment in studying Mathematics is observed.

### **Method of Evaluation**

4. A questionnaire survey will be conducted among students.
5. Performance appraisal of the T.A. by Mathematics teachers.
6. Comparison of Half-yearly and Annual examination results of students who have joined enrichment tutorial classes conducted by the T.A.

### **Teacher Responsible**

Mr. WONG Mo-yau



## ***Sir Ellis Kadoorie Secondary School (West Kowloon)***

### **Use of Additional Time-limited Capacity Enhancement Grant Employment of a Teaching Assistant for Humanities 2007-2008**

#### **Purpose**

To relieve teachers' workload, thus enhancing their capacity to focus more on the challenges and opportunities brought by the Education Reform.

#### **Objectives**

5. To assist Humanities teachers in curriculum development, preparation of teaching aids, teaching resources, teaching handouts and quiz.
6. To assist Humanities teachers in conducting classroom activities.
7. To assist Humanities teachers in organizing educational visits or other learning programmes like seminars related to the learning of the subject.
8. To promote the learning of Humanities in the school in all other aspects.
9. To assist Humanities teachers in making arrangements to facilitate the implementation of School-based Assessment (SBA).
10. To assist Humanities teachers in the liaison with publishers and other relevant organisations.
11. To provide more space for Humanities teachers to develop effective strategies in teaching and learning of the subjects.

#### **Implementation Plan**

10. To employ a full-time Humanities T.A. (1.9.2007 to 31.8.2008). The working time will be 8:10 a.m. to 5:00 p.m. every day from Monday to Friday, except on public holidays.
11. To assist Humanities teachers prepare various teaching aids, materials and handouts for students throughout the school year.
12. To help set up a resource data-bank for the Humanities subjects by scanning the relevant materials from newspapers and other resources every day.
13. To help organise activities held by the Humanities Departments (e.g. educational visits, related project learning activities)
14. To assist Humanities teachers in curriculum development for S.1-S.3 during the summer holidays.
15. The T.A. will assist teachers in the process of conducting SBA.
16. To help in selecting library books and relevant teaching materials and resources for the various departments.
17. To help with the administrative work of the Humanities Departments (e.g. contact publishers and service providers, etc.)
18. The T.A. will attend to other duties assigned by the school during the school year.

### **Budget**

The monthly rate for the employment of the teaching assistant on non-civil service contract terms:

$$\$9,675.00 + \$483.75 (5\%MPF) = \$10158.75$$

The total expenditure for 12 months:

$$\$10158.75 \times 12 \text{ months} = \underline{\$121,905.00} \text{ per annum}$$

### **Success Criteria**

7. 80% of the Humanities teachers think that their workload has been alleviated with the employment of a T.A.
8. 70% of the Humanities teachers think that the employment of a T.A. help in the Humanities subjects implementation of SBA.
9. A good learning environment in studying Humanities is observed.

### **Method of Evaluation**

7. Performance appraisal of the T.A. by Humanities teachers.
8. SBA for I.H. and History have been conducted smoothly with the help of the T.A.

### **Teacher Responsible**

Ms. POON Sui-che

## ***Sir Ellis Kadoorie Secondary School (West Kowloon)***

### **Use of Additional Time-limited Capacity Enhancement Grant**

#### **Employment of a Technical Support Service Officer 1 (TSSO1) 2007 / 2008**

##### **Purpose**

To relieve teachers' workload, thus enhancing their capacity to focus more on the challenges and opportunities brought by the Education Reform.

##### **Objectives**

1. To give technical support to teachers in the application of IT for curriculum development.
2. To assist teachers in collecting and arranging teaching materials through the Internet and related software.
3. To assist teachers in the production of teaching aids and materials with the application of IT tools.
4. To provide technical support for teachers in preparing and conducting lessons involving the use of IT, especially in the MMLC.
5. To help and instruct students in various IT-related activities, including ECA.
6. To give technical support for the software installation and hardware maintenance of the school network system.

##### **Implementation Plan**

1. A Technical Support Service Officer 1 (TSSO1) will be employed through open advertisement or the recruitment exercise by the Labour Department. Eligible applicants will be interviewed by the school's IT Committee. The employment period is 12 months (1 September 2007 – 31 August 2008).
2. The TSSO1 has to assist teachers in the following aspects:
  - To download teaching materials through the Internet or other IT sources.
  - To prepare school-based teaching aids and materials by IT tools.
  - To make preparation and arrangements for lessons involving IT teaching and school functions.
  - To assist teachers in conducting lessons in the MMLC.
3. The TSSO1 provides technical support for the software installation and hardware maintenance of the school network system.
4. The TSSO1 provides guidance and instructions for students in different IT-related activities during off-lesson times, including summer holidays in July and August.

## **Budget**

- A. The monthly salary for the employment of a computer technician on non-civil service contract terms: \$10,550

The total expenditure for 12 months =  $\$10,550 \times 12$   
= (**\$126,600.00** per annum)

## **Success Criteria**

1. 15 – 20 % of the school curriculum is taught with the application of IT.
2. 90 % of the teachers find that the work of the TSSO1 can relieve their workload in the application of IT in teaching.
3. 90 % of the teachers find that the work of the TSSO1 can relieve their workload in conducting IT-related activities.
4. The school network system can run smoothly throughout the school year with the assistance of the TSSO1.

## **Methods of Evaluation**

1. Survey to be conducted among teachers on the effectiveness of the TSSO1 to relieve their workload in the application of IT in teaching.
2. Survey to be conducted among teachers on the effectiveness of the TSSO1 to relieve their workload in conducting IT-related activities.
3. Performance appraisal on the TSSO1 by the IT Committee.
4. Survey to be conducted among subject teachers concerned on the results of the application of IT in teaching.

## **Teacher Responsible**

Mr. WONG Mo-yau, James