

Sir Ellis Kadoorie Secondary School (West Kowloon)

Use of Capacity Enhancement Grant (2008/09)

Employment of a Technical Support Service Officer 1 (TSSO1) 2008 / 2009

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 2008 – 31 August 2009).
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

The monthly salary for the employment of a computer technician on non-civil service contract terms:

$$\$11,000.00 + \text{MPF (5 \%)} = \$11,550$$

$$\begin{aligned} \text{The total expenditure for 12 months} &= \$11,550 \times 12 \\ &= \$138600 \end{aligned}$$

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
HOD, Mathematics Department

Sir Ellis Kadoorie Secondary School (West Kowloon)

Use of Capacity Enhancement Grant in 2008-2009

Employment of a Teaching Assistant (Chinese Language)

Purpose

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

Objectives

1. To assist the Chinese teachers in preparing the New HKCE syllabus of Chinese for S4 to S5 students.
2. To assist the Chinese teachers in preparing the NSS curriculum.
3. To assist the Chinese teachers in preparing and tailor-make the teaching materials of Putonghua lessons.
4. To assist the Chinese teachers in preparing and making various teaching aids, materials and handouts for students.
5. To assist the Chinese teachers in arranging classroom activities and Chinese Extensive Reading Scheme.
6. To help design and conduct regular Chinese language programmes after school for students of different target groups.
7. To assist the Chinese teachers in organizing various activities and educational visits held by the Chinese Club.

Implementation

1. To employ a full-time Chinese T.A. (1.9.2008 to 31.8.2009). 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. Applicant 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 the Department of Chinese.
3. The Chinese Teacher Assistant (CTA) has to assist the Chinese teachers in the following aspects:
 1. To prepare the HKCE syllabus of Chinese for S4 to S5 students.
 2. To prepare various teaching aids, materials and handouts for students.
 3. To arrange classroom activities and the "Chinese Extensive Reading Scheme".
 4. To assist the Chinese teachers in organizing various activities held by the Chinese club.
 5. To help design and conduct regular Chinese language programmes after school for

students of different target groups:

Chinese language programmes	Target groups
Chinese Enrichment Course	Newly-arrived NCS students
Chinese Enhancement Course	S1-S3 students who are weak in Chinese foundation.
Chinese Summer Course	Students who failed in the Yearly Examination

Budget

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

$$\$10,145.00 + 5\% \text{MPF}(507.30 \text{ per month}) = \$10,652.30$$

The total expenditure for 12 months (1 September 2008 – 31 August 2009):

$$\$ 10,652.30 \times 12 = \$127,827.60 \text{ per annum}$$

Methods of Evaluation

1. Feedback from teachers will be obtained at the end of the academic year.
2. Students' willingness to explore Chinese culture 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.
4. The participation rate of the activities organized by the Chinese Club.
5. The participation rate of the Chinese Language Programmes.
6. The lending records of Chinese book.

Success Criteria

1. NCS students are more able to interact and communicate in Cantonese in activities inside and outside classrooms.
2. Students will show greater interest in reading Chinese books
3. 70% of students who have joined the "Chinese Enrichment Course" show improvement in the final examination.

Teacher responsible

Ms. SHAM Suk-yee

HOD, Chinese Department

Sir Ellis Kadoorie Secondary School (West Kowloon)

Use of Capacity Enhancement Grant in 2008-2009

Employment of a Teaching Assistant (History & Integrated Humanities)

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

Implementation Plan

1. To employ a full-time Humanities T.A. (1.9.2008 to 31.8.2009). 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 assist Humanities teachers prepare various teaching aids, materials and handouts for students throughout the school year.
3. To help set up a resource data-bank for the Humanities subjects by scanning the relevant materials from newspapers, Wise News System and other resources every day.
4. To help organise activities held by the Humanities Departments (e.g. educational visits, related project learning activities)
5. To assist Humanities teachers in curriculum development for S.1-S.3 during the summer holidays.
6. The T.A. will assist teachers in the process of conducting SBA.
7. To help in selecting library books and relevant teaching materials and resources for the various departments.

8. To help with the administrative work of the Humanities Departments (e.g. contact publishers and service providers, etc.).
9. To assist in keeping record and stock-taking of all the resources of the Humanities Departments.
10. 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:

$$\$10,145.00 + 5\% \text{MPF}(507.30 \text{ per month}) = \$10,652.30$$

The total expenditure for 12 months (1 September 2008 – 31 August 2009):

$$\$ 10,652.30 \times 12 = \$127,827.60 \text{ per annum}$$

Success Criteria

1. 80% of the Humanities teachers think that their workload has been alleviated with the employment of a T.A.
2. 70% of the Humanities teachers think that the employment of a T.A. help in the Humanities subjects implementation of SBA.
3. A good learning environment in studying Humanities is observed.

Method of Evaluation

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

Teacher Responsible

Ms. POON Sui-che

HOD, IH & History Departments

Sir Ellis Kadoorie Secondary School (West Kowloon)

Use of Capacity Enhancement Grant in 2008-2009 **Employment of a Teaching Assistant (Mathematics)**

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. (1.9.2008 to 31.8.2009). 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 once a week.
3. To conduct S.5 Additional Mathematics enrichment tutorial classes twice a week.
4. To conduct S.4 Additional Mathematics and Mathematics enrichment tutorial classes twice a week.
5. To conduct S.3 Mathematics enrichment tutorial classes twice a week.
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 16.9.2008 to 30.6.2009).
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:

$$\$10,145.00 + 5\% \text{ MPF (507.30 per month)} = \$10,652.30$$

The total expenditure for 12 months (1 September 2008 – 31 August 2009):

$$\$10,652.30 \times 12 = \$127,827.60 \text{ per annum}$$

Success Criteria

1. 90% of the Mathematics teachers think that their workload has been alleviated with the employment of a T.A.
2. Improvement in Mathematics shown among students – a higher passing percentage in the corresponding forms that receive extra assistance through enrichment tutorial classes.
3. A good learning environment in studying Mathematics is observed.

Method of Evaluation

1. A questionnaire survey will be conducted among students.
2. Performance appraisal of the T.A. by Mathematics teachers.
3. 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
HOD, Mathematics Department