

## Plan on the Use of Capacity Enhancement Grant (CEG) 2021-2022

Capacity Enhancement Grant (CEG): \$642,934 (2021/22) -- A recurrent provision

Objective: To relieve teachers' workload so that teachers will have enhanced capacity to concentrate on the critical tasks in the education reform

Name of School: Yuen Long Merchants Association Secondary School

Means by which teachers have been consulted: Staff meeting/ Department meetings

No. of operating classes: 30

Task Area	Major areas of concern	Implementation Plan	Benefits Anticipated	Duration	Resources required	Performance Indicators	Assessment Mechanism	Persons In-charge
Curriculum development (Assessment for learning) (English)	To assist teachers and the English panel in the preparation of teaching materials and logistics work in the organization of learning-related programmes and activities	To employ one English teaching assistant to  1) Create space for English teachers to prepare for the small class teaching in English. 2) To develop teaching materials for English	All English teachers' workload can be alleviated in the following ways:  1) Be specialized in the teaching of the English Subject. 2) Have more room for individual guidance.	From September 2020 to August 2021 – 12 months initially and to be extended if situation warrants	Monthly salary of the English teaching assistant for the period $\$15,000 \times 1.05 \times 12 = \underline{\$189,000}$	<ul style="list-style-type: none"> <li>● Increased amount of quality learning/ teaching materials tailored to students' need</li> <li>● Increased space created for teachers</li> </ul>	1) Performance appraisal on teaching assistant 2) Feedback from teachers, students on the performance of the teacher 3) Development of teaching materials for the English	Ms. Tang Pui-shan
CCA and administrative assistant	To strengthen the planning and implementation of the co-curricular activities  To provide more space for teachers by assisting in	To employ one teaching assistant: 1) To assist teachers in planning co-curricular activities 2) To do administrative	Teachers can plan more co-curricular activities for students;  Non-academic workload of teachers can be	From September 2020 to August 2021; 12 months initially and to be extended if	Monthly salary of one Teaching Assistant : $\$14,000 \times 1.05 \times 12 = \underline{\$176,400}$	<ul style="list-style-type: none"> <li>● The quantity and quality of the co-curricular activities</li> </ul>	1) Performance appraisal on the teaching assistants 2) Development of teaching materials for STEM 3) Feedback	Mr. Wong Wing-yip

	performing non-teaching duties	work for teachers	shared	situation warrants.			from teachers on the performance of the teaching-assistant	
Career and life planning assistant	To assist teacher in implementing career and life planning related activities	To employ one teaching assistant to assist teachers in planning co-curricular activities	The workload of career teachers can be alleviated and more life planning activities can be organized	From October 2021 to August 2022	Monthly salary of one Teaching Assistant : $\$16,000 \times 1.05 \times 11$ <b>= <u>\$184,800</u></b>	The quantity and quality of the career related activities	Student/ teacher feedback on the performance of the English musical	Mrs Chan Tam Ching-yin

Proposed by: SUNG Hoi-yan (Academic Mistress)

Date: 15-7-2021