

#### 4. Use of Capacity Enhancement Grant 2016 - 2017

##### Area: Employment of Teaching Assistants

Task Area	Major Areas of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method of Evaluation	People in Charge
Learning and Teaching	<ol style="list-style-type: none"> <li>To relieve teachers' workload in curriculum development, preparing teaching materials and other teaching related tasks</li> <li>To provide more learning opportunities for students</li> <li>To alleviate teachers' workload so that they can concentrate on coping with learner diversity</li> </ol>	<p>To employ three full time teaching assistants:</p> <p>TA1: General Administration</p> <p>TA2: Design &amp; Technology, Technology &amp; Living</p> <p>TA3: Visual Arts, Music</p> <p>The 3 TAs will also assist the work of the Library and other duties assigned by school</p>	<ol style="list-style-type: none"> <li>Teachers are given support in curriculum development and revising teaching materials.</li> <li>Teachers and students are given support when implementing life-wide learning activities and co-curricular activities.</li> <li>Teachers have more time to prepare worksheets and improve on the student learning portfolio to cater for learner diversity</li> </ol>	Sept. 16 to Aug. 17	<p>Salary + 5% MPF of NCSC staff for the academic year</p> <p>\$14,425 x 1.05 x 12 m x 3 =\$545,265 (+4.62% salary adjustment) =\$570,456</p>	<ol style="list-style-type: none"> <li>Teachers have more time to develop the curriculum, and prepare teaching materials to cater for learner diversity.</li> <li>Students indicate increased interest in learning.</li> </ol>	<ol style="list-style-type: none"> <li>Feedback from teachers</li> <li>Performance appraisal of teaching assistants</li> </ol>	<ol style="list-style-type: none"> <li>Heads of Departments: DT, TL, VA, MU</li> <li>Assistant Principal</li> </ol>

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			4. Teachers are relieved of some of their workload in taking minutes of meetings, taking photos, video recording in school and student activities.					

**Remarks:**

**Total sum required: \$570,456**

Available fund from Capacity Enhancement Grant: \$383,940

Required Extra Funding:  $\$570,456 - \$383,940 = \underline{\$186,516}$

**\$186,516 to be covered by past savings (OEP) from accumulated funds in the previous years.**