

**Use of
Capacity Enhancement Grant
2018/ 2019**

Programme Plan

on

Employment of an additional teacher and a teaching assistant

Queen Elizabeth School
Programme under
Capacity Enhancement Grant (CEG)
2018 / 2019

Programme	Budget	Target Group	Time Scale
1. Employment of an additional teacher	\$ 479,880 (including MPF)	Subject Department.	Whole School Year
2. Employment of a teaching assistant	\$ 204,696 (including MPF)	Chinese Department	Whole School Year

Total: \$ 684,576

Forecast allocation of **CEG** for school year 2018/19 \$ 599,380

Top up by **OEP** \$ 85,196

Forecast **Funds available** for school year 2018/19 \$ 684,576

Programme Plan under Capacity Enhancement Grant (2018/2019)

School : Queen Elizabeth School

Time Scale	Strategies/ Tasks	Objectives	Procedures	Success Criteria	Evaluation Method	People responsible	Resources required
Sept. 2018 to Aug. 2019	To employ a temporary graduate teacher	To relieve the workload of teachers for the enhancement of learning and teaching, catering for learners' diversity, especially in assessment and the implementation of Senior Secondary Curriculum.	<ol style="list-style-type: none"> 1. Employ a temporary graduate teacher. 2. Assign teaching and non-teaching duties to the teacher employed. 3. Monitor closely the work of the temporary teacher by HOD and Junior Form Coordinator concerned 	<p>Successful if:</p> <ul style="list-style-type: none"> • The workload of the teachers is reduced so that they have more room for the enhancement of learning and teaching, catering for learners' diversity, especially in the assessment and the implementation of the Senior Secondary Curriculum. 	<ul style="list-style-type: none"> • Lesson Observation • Exercise books Inspection • Feedback from teachers 	HOD and Junior Form Coordinator	<p>Monthly Salary: \$38,490 & Monthly MPF: \$1,500</p> <p>Annual Salary = (\$38,490 + \$1,500) x 12 = \$479,880</p>
Sept. 2018 to Aug. 2019	To employ a teaching assistant (Chinese)	To assist in implementing enrichment programmes on extensive reading/oral practices and to help in language proficiency promotion activities	<ol style="list-style-type: none"> 1. To assist teachers in implementing the planned programmes 2. To give support to teachers in handling the work involved in preparing for the learning and teaching materials 3. To reduce the workload of teachers 	<p>Successful if:</p> <ul style="list-style-type: none"> • More students take part in reading and oral activities. • 75% of teachers agree that the TA can provide support for preparing learning & teaching materials. 	<ul style="list-style-type: none"> • Assessment of students' participation & performance in oral practices , presentation skills and development of reading habits • Feedback from teachers 	HOD and Junior Form Coordinator	<p>Monthly Salary: \$16,246 & Monthly MPF: \$812</p> <p>Annual Salary = (\$16,246 + \$812) x 12 = \$204,696</p>