

**Use of  
Capacity Enhancement Grant (CEG)  
2021 / 2022**

**Programme Plan on Employment of an additional teacher and 1 teaching assistant**

**Queen Elizabeth School**  
**Programme under**  
**Capacity Enhancement Grant (CEG)**  
**2021 / 2022**

Programme	Budget	Target Group	Time Scale
1. Employment of an additional teacher	\$ 438,480 (including MPF)	Subject Department	Whole School Year
2. Employment of 1 teaching assistant	\$ 215,460 × 1 = 215,460 (including MPF)	Subject Departments and Functional Units	Whole School Year

**Total: \$ 653,940**

Forecast allocation of **CEG** for school year 2021/22 \$ 634,000

Top up by **OEP** \$ 200,000

Forecast **Funds available** for school year 2021/22 \$ 834,000

**Programme Plan under Capacity Enhancement Grant (2021/2022)**

**School : Queen Elizabeth School**

<b>Time Scale</b>	<b>Strategies/ Tasks</b>	<b>Objectives</b>	<b>Procedures</b>	<b>Success Criteria</b>	<b>Evaluation Method</b>	<b>People responsible</b>	<b>Resources required</b>
Sept. 2021 to Aug. 2022	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"> <li>1. Employ a temporary graduate teacher.</li> <li>2. Assign teaching and non-teaching duties to the teacher employed.</li> <li>3. Monitor closely the work of the temporary teacher by HOD and Junior Form Coordinator concerned</li> </ol>	<p>Successful if:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson Observation</li> <li>• Exercise books Inspection</li> <li>• Feedback from teachers</li> </ul>	HOD and Junior Form Coordinator	<p>Monthly Salary: \$35,040 &amp; Monthly MPF: \$1,500</p> <p>Annual Salary = (\$35,040 + \$1,500) x 12 = \$438,480</p>
Sept. 2021 to Aug. 2022	To employ 1 teaching assistant	To assist in implementing of various programmes of subjects department and functional units	<ol style="list-style-type: none"> <li>1. To assist teachers in implementing the planned programmes</li> <li>2. To give support to teachers in handling the work involved in preparing for the learning and teaching materials</li> <li>3. To reduce the workload of teachers</li> </ol>	<p>Successful if:</p> <ul style="list-style-type: none"> <li>• More students take part in various activities.</li> <li>• 75% of teachers agree that the TA can provide support for preparing learning &amp; teaching materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment of students' participation &amp; performance in various programme</li> <li>• Feedback from teachers</li> </ul>	HOD and Junior Form Coordinator	<p>Monthly Salary: \$17,100 &amp; Monthly MPF: \$855</p> <p>Annual Salary = (\$17,100 + \$855) x 12 = \$215,460</p>