

# ECF Saint Too Canaan College

## 2007-2008 Capacity Enhancement Grant Planning

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*Consultation methods – As an agenda item in our Staff Meeting. After a detailed discussion, teachers voted for the decisions.*

### 1 Event

Curriculum Development

#### Major Concern

To relieve the workload of English Language teacher in preparing the SBA and the new syllabi.

#### Strategies and Methods

- a) To recruit one English Language teacher and one teaching assistant.
- b) The teacher will take up the teaching load of selected teachers and free them to prepare for the NSS.
- c) The Teaching Assistant can share the administrative work within their respective panel.

#### Expected outcomes

- a) Original teachers can have more time to prepare for the NSS.
- b) Relieve the administrative duties from the original teachers.

#### Timetable

From September,2007 – August, 2008.

#### Required resources

1. Teacher at MPS pt.17. ( $21,830 \times 12 \times 1.05 = 275,058$ )
2. Teaching Assistant. ( $12,000 \times 12 \times 1.05 = 151,200$ )

#### Success Criteria

- a) Original teachers can have adequate preparation for SBA and the new syllabi.
- b) Original teachers agree that the administrative duties are shared.

#### Evaluation methods

Questionnaire

#### Responsible staff

Ms Lum Yu-po (English Language Panel)

## 2 Event

Relieve Administrative Work

### Major Concerns

Teachers are responsible for lots of administrative and clerical duties which can be shared by other supporting staff.

### Strategies and Methods

To recruit 4 Teaching Assistants (Chinese Language, Mathematics, Liberal Studies, PSH & Technology),

### Expected outcomes

- a) The teachers can save more time to prepare lesson and share with students.
- b) The administrative assistants and staff room assistants can take up most of the clerical work within the staff room operation.

### Timetable

From Sept, 2007 - Aug, 2008

### Required resources

4 Teaching Assistants (12,000 x 12 x 1.05 x 4 = 604,800)

### Success Criteria

- a) Teachers agree that their clerical workload are shared & relieved.
- b) The administrative work can be organized and coordinated in a systematic way.

### Evaluation methods

Questionnaire and statistics

### Responsible Staff

Mr. LAM Ming-tong (Head of Learning and Teaching Department)

**The total amount for event 1 & 2 = \$275,058 + \$151,200 + \$604,800 = \$1,031,058.**

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