

ECF Saint Too Canaan College
2007-2008 Capacity Enhancement Grant Report

1. Aims:

In order to relieve teachers' workload, 6 teaching assistants and 3 staff room assistants were employed with the use of the Capacity Enhancement Grant in the year 2007-2008. The original plan of the additional English teacher was changed to employ more teaching assistants to support different Key Learning Area subject teachers.

2. Major duties of TAs and SRAs

2.1. Major duties of TAs were as follows:

- 2.1.1 KLA clerical work (lesson material preparation, oral exam coordination, KLA activities, taking KLA meeting minutes, etc)
- 2.1.2 L&T administrative work (taking form meeting minutes, result statistical analysis, tutorial class administrative work, support to L&T committees, etc)
- 2.1.3 Lesson substitution including reading time and uniform tests (total no. of periods substituted by TAs: 344)
- 2.1.4 Exam Invigilation (total no. of invigilation hours by TAs: 218.5)
- 2.1.5 Other duties include school patrol, large-scale school activities (e.g. Speech Day and Sports Day) and student outdoor activities (e.g. Speech Festival and inter-school competitions)

2.2. Major duties of SRAs were as follows:

- 2.2.1 Distribution of homework
- 2.2.2 Data entry (lateness record, homework record, detention class record and students' record for violation of school rules)
- 2.2.3 Photo-copying
- 2.2.4 Clerical support to the Staff Room

3. Evaluation

3.1 According to the questionnaire statistics, it was found that the majority of teachers showed a positive attitude towards the roles of TAs and SRAs in relieving their heavy workload, especially their administrative and clerical duties. Over 95% teachers agreed that the supporting staff could share their non-teaching duties. However, only 72.3% teachers showed that they could have more time to prepare lessons and share with students even their workload was reduced.

3.2 The English Teaching assistant has helped to organize activities, handle some administration work, and conduct remedial classes. Most importantly the teacher assistant helps prepare the NSS materials and other teaching materials which in a way enhance the teaching effectiveness. For the SBA, the assistant helps a lot in the logistic. These greatly relieve teachers' workload.

Subject teachers can have more times helping with students' academic development and

focus more on marking and lesson preparation. These can help enhance the teaching quality. In addition, teachers can cater students' needs through extra tutorials.

For details of the statistics, please refer to the attachment.

4. Recommendations

- 4.1 The school may continue to employ the supporting staff, i.e. TAs and SRAs, with the CEG.
- 4.2 More measures may be taken to enhance teachers' capacity in lesson preparation and sharing with students.

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ECF Saint Too Canaan College
2007-2008 Questionnaire Statistics
on the Roles of TAs and SRAs in Relieving Teachers' Workload

	Strongly Agree	Agree	No Comment	Disagree	Strongly Disagree
1. TAs can share my teaching related duties, e.g. preparation for the teaching materials and lesson substitution.	17	23	3	3	1
2. TAs and SRAs can share my non-teaching duties, e.g. exam invigilation, questionnaire statistics, student outdoor activity, taking minutes and data entry.	26	19	1	1	0
3. SRAs can facilitate the efficient work flow of the Staff Room.	11	32	4	0	0
4. Overall, TAs and SRAs can relieve my workload.	23	21	2	1	0
5. I can have more time to prepare my lessons and share with students.	18	16	9	3	1

Target of the questionnaire: Teachers teaching in this school in the year 2007-2008

Total no. of questionnaires distributed: 55

Total no. of questionnaires collected: 47