

**ECF Saint Too Canaan College**  
**2008-2009 Capacity Enhancement Grant Report**

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1. Aims:

In order to relieve teachers' workloads, 3 Teaching Assistants (TAs) and 3 Staff Room Assistants (SRAs) are employed with the use of the Capacity Enhancement Grant in 2008-2009.

2. Major duties of TAs and SRAs

2.1. Major duties of TAs are as follows:

- 2.1.1 KLA administrative work (lesson material preparation, KLA activity coordination, taking KLA meeting minutes, etc)
- 2.1.2 L&T administrative work (taking form meeting minutes, statistical analysis for surveys, administrative support for L&T sub-committees, etc)
- 2.1.3 Lesson substitution (Total no. of substitution periods: ~309)
- 2.1.4 Exam invigilation (Total no. of invigilation hours: ~140)
- 2.1.5 Other duties include school patrol, assisting in large-scale school activities (e.g. Speech Day, Sports Day) and external activities (e.g. Speech Festival, inter-school competitions)

2.2. Major duties of SRAs are as follows:

- 2.2.1 Collection and distribution of homework
- 2.2.2 Data entry (lateness record, homework record, detention class record and violation of school rules record)
- 2.2.3 Mass printing
- 2.2.4 Clerical support to the Staff Room

3. Evaluation

According to the statistics, it is found that 90% teachers show a positive attitude towards the roles of TAs and SRAs in relieving their workloads. About 90% teachers agree that TAs can share their non-teaching duties. The statistics also show that the supporting staff can provide necessary administrative and clerical support to teachers. And most respondents agree with the role of Executive Officer to supervise the supporting staff. However, only 69% teachers think that they can have more time to prepare lessons even their workloads are reduced.

4. Recommendations

- 4.1 The school can continue to employ TAs and SRAs with the CEG.
- 4.2 More measures can be taken to enhance teachers' capacity in lesson preparation.

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