

ECF Saint Too Canaan College 2009-2010 Capacity Enhancement Grant Plan

Consultation method – as an agenda item in our Staff Meeting. After a detailed discussion, teachers agreed to recruit Teaching Assistants to relieve their non-teaching workloads.

1. Event

Relieve teachers' administrative workloads.

2. Major concern

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

3. Strategies and methods

To recruit 3 Teaching Assistants to share some of the administrative duties of teachers, including lesson substitution, attending detention classes, preparing teaching materials and arranging SBA activities.

4. Expected outcome

4.1 The Teaching Assistants can take up some of the administrative and clerical duties in the staff room operation.

4.2 The teachers can save more time to prepare lessons and teach students after school.

5. Timetable

From September 2009 to August 2010

6. Required resources

3 Teaching Assistants ($\$12,000 \times 12 \times 1.05 \times 3 = \$453,600$)

7. Success criteria

7.1 Teachers agree that their administrative workloads are shared and relieved.

7.2 The administrative work can be organized and coordinated in a systematic way.

8. Evaluation methods

Questionnaire and statistics

9. Responsible staff

Ms. Lee Hoi Yi (Executive Officer)

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