

**ECF Saint Too Canaan College**  
**2014-15 Capacity Enhancement Grant Report**

1. Aims:

In order to relieve teachers' workload, 3 teaching assistants(TAs) are employed with the use of the Capacity Enhancement Grant in 2014-15.

2. Major duties of TAs

- 2.1 KLA administrative work (lesson material preparation, KLA activity coordination, taking KLA meeting minutes, etc)
- 2.2 Administrative and clerical support (taking meeting minutes, statistical analysis for surveys, administrative work for the Learning & Teaching Department and Student Development Department, etc)
- 2.3 Lesson substitution (Total no. of substitution periods: Around 765 periods)
- 2.4 Exam Invigilation (Total no. of invigilation hours: Around 213 hours)
- 2.5 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)

3. Evaluation

According to the statistics, it is found that about 100% respondents show a positive attitude towards the roles of TAs in relieving their workload. A majority of teachers agree that TAs can share their non-teaching duties. The statistics also show that TAs can provide necessary administrative and clerical support for teachers. As such, teachers agree they have more time for lesson preparation. From the figures, all respondents support the school to employ TAs with use of CEG for the coming year.

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

4. Recommendation

The school continues to employ TAs with the CEG.

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**EFC Saint Too Canaan College**  
**2014-2015 Questionnaire on the Roles of Teaching Assistants**  
**in Relieving Teachers' Workload**

In order to relieve teachers' workload, teaching assistants are employed with the use of the Capacity Enhancement Grant in 2014-15. This questionnaire aims to evaluate the effectiveness of teaching assistants to alleviate teachers' workload in this school year.

Please put a "✓" in the most appropriate boxes.

	<b>Strongly Agree</b>		<b>Agree</b>		<b>No comment</b>		<b>Disagree</b>		<b>Strongly Disagree</b>		<b>Empty</b>		<b>Total</b>
1. TAs can share my teaching related duties, e.g. preparation for teaching materials and lesson substitution.	20	58.8%	12	35.3%	2	5.9%	0	0.0%	0	0.0%	0	0.0%	100.0%
2. TAs can share my non-teaching duties, e.g. invigilation for test and exam, questionnaire statistics, student outdoor activity, patrol and taking minutes.	26	76.5%	8	23.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	100.0%
3. TAs can provide administrative and clerical support for my KLA/functional group.	23	67.6%	11	32.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	100.0%
4. Overall, TAs can relieve my workload.	23	67.6%	11	32.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	100.0%
5. I can have more time to prepare my lessons.	15	44.1%	15	44.1%	4	11.8%	0	0.0%	0	0.0%	0	0.0%	100.0%
6. I agree with the use of Capacity Enhancement Grant to employ teaching assistants for the coming year.	28	82.4%	6	17.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	100.0%

Target: All teachers

Number of questionnaires distributed: 60

Number of questionnaires collected: 34