

**Plan on the Use of Capacity Enhancement Grant in the 2021/22 School Year**

Name of school : N.T. Heung Yee Kuk Yuen Long District Secondary School

Our School has read and understands the ground rules and procedures in the utilization of the Capacity Enhancement Grant (CEG). The following plan on the use of the CEG is drawn up after full consultation with teachers:

<b>Time Scale</b>	<b>Strategies/ Tasks</b>	<b>Objectives</b>	<b>Procedures</b>	<b>Success Criteria</b>	<b>Evaluation Method</b>	<b>People responsible</b>	<b>Resources required</b>
Sept. 2021 to Aug. 2022	To employ a temporary graduate teacher	To relieve the workload of teachers for the enhancement of learning and teaching, catering for learners' diversity, especially in assessment and the implementation of Senior Secondary Curriculum.	<ol style="list-style-type: none"> <li>1. Employ a temporary graduate teacher.</li> <li>2. Assign teaching and non-teaching duties to the teacher employed.</li> <li>3. Monitor closely the work of the temporary teacher by HOD and Junior Form Coordinator concerned</li> </ol>	<p>Successful if:</p> <ul style="list-style-type: none"> <li>• The workload of the teachers is reduced so that they have more room for the enhancement of learning and teaching, catering for learners' diversity, especially in the assessment and the implementation of the Senior Secondary Curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson Observation</li> <li>• Exercise books Inspection</li> <li>• Feedback from teachers</li> </ul>	HOD	<p>Monthly Salary (including 5% MPF): = \$42,540</p> <p>Annual Salary for 12 months, total = \$510,480*</p> <p>* Salary will be covered for 2 months by OEP</p>
Sept. 2021 to Aug. 2022	To employ a teaching assistant (Chinese)	To assist in implementing enrichment programmes on extensive reading/oral practices and to help in language proficiency promotion activities	<ol style="list-style-type: none"> <li>1. To assist teachers in implementing the planned programmes</li> <li>2. To give support to teachers in handling the work involved in preparing for the learning and teaching materials</li> <li>3. To reduce the workload of teachers</li> </ol>	<p>Successful if:</p> <ul style="list-style-type: none"> <li>• More students take part in reading and oral activities.</li> <li>• 75% of teachers agree that the TA can provide support for preparing learning &amp; teaching materials.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment of students' participation &amp; performance in oral practices , presentation skills and development of reading habits</li> <li>• Feedback from teachers</li> </ul>	HOD	<p>Salary per month of each diploma level TA (including 5% MPF) = \$17,955</p> <p>for 12 months, total = \$215,460.00</p>