

**Tseung Kwan O Government Secondary School**  
**Capacity Enhancement Grant 2016 - 2017 (Academic year)**

**BUDGET**

			\$	\$
1	3 Teaching Assistants	\$15,100 x 1.05 x 12 months x 3	(Sept 2016 - Aug 2017)	570,780.00
<b>Provision of Capacity Enhancement Grant</b>				
<b>2015-2016 Capacity Enhancement Grant B/F to OEP</b>				
<b>2016-2017 Provisional Capacity Enhancement Grant</b>				588,202.29
<b>BALANCE</b>				<u><u>17,422.29</u></u>

## Plan on Use of Capacity Enhancement Grant

Tseung Kwan O Government Secondary School 2016-2017

### Programme 1: Three Teaching Assistants 2016-2017

Task Area	Teaching and Learning
Major Area(s) of Concern	To improve the support for teachers in their administrative and clerical work in the school, especially matters concerning School Based Assessment and Territorial-wide Systemmatic Assessment
Implementation Plan	<ul style="list-style-type: none"> <li>● To employ THREE Teaching Assistants (1 for Chinese Language, 1 for English Language and 1 for Mathematics) to carry out the non-teaching duties.</li> <li>● To prepare teaching and assessment materials for teachers.</li> <li>● To help in supervising extra-curricular activities / remedial and enhancement classes.</li> </ul>
Benefits Anticipated	<ul style="list-style-type: none"> <li>● Non-teaching duties of teachers will be relieved.</li> <li>● Additional support will be provided to teachers in preparing teaching resources.</li> </ul>
Implementation schedule	September 2016 – August 2017
Resources Required	Salary $\$15,100 \times 1.05 \times 12 \text{ months} \times 3 = \$ 570,780$
Performance Indicators	<ul style="list-style-type: none"> <li>● Non-teaching duties done by the teaching assistants.</li> <li>● Teaching and assessment materials prepared by the teaching assistants.</li> </ul>
Assessment Mechanism	<ul style="list-style-type: none"> <li>● Performance appraisal of the teaching assistants.</li> <li>● Feedback from teachers.</li> <li>● Quantity and Quality of work done.</li> </ul>
Person-in-charge	Ms. LAI Sum Wah Clara, Mr. YEUNG Cheong Chun (Chinese Language), Ms. LEUNG Tsz Yan (English Language) and Mr. Ng Hon Kuen (Mathematics)