

Sir Ellis Kadoorie Secondary School (West Kowloon)

Use of Capacity Enhancement Grant Programme Plan 2016-2017

Objectives	Strategies/Tasks	Time Scale	Success Criteria	Method of Evaluation	Resources Required
1. To share the workload of the TSSO	To employ one additional TSSO to share the work load of another so as to enhance the quality of technical support services to the school	Sep 2016 – Aug 2017	<ul style="list-style-type: none"> • Efficient in providing technical support to the teachers and the general office 	<ul style="list-style-type: none"> • Observation • Feedback from teachers and general office 	Salary of a TSSO + MPF 186,190
2. To enhance the learning ability of students in Mathematics	To employ a teaching assistant (TA) for the Mathematics Department to organize lunch/after-school/holiday tutorial classes, to prepare extra worksheets for students and to help the department with administration work as required.	Sep 2016 – Aug 2017	<ul style="list-style-type: none"> • Lunch time/after-school/holiday Math tutorial classes are held to help students in need • Extra worksheets are prepared to help students cope with their Mathematics learning • Efficient in providing administration support to the Mathematics Department and other duties as assigned by the school 	<ul style="list-style-type: none"> • Attendance of lunch time/after-school/holiday tutorial classes • Record of worksheets prepared • Feedback from the Mathematics Department 	Salary of Math TA + MPF 173,061
3. To relief the workload of the Discipline Committee and the two Assistant Principals	To employ a General Teaching Assistant (General TA) to share the abundant administration work and paper work of the school in particular the Discipline Committee and the two Assistant Principals (APs)	Sep 2016 – Aug 2017	<ul style="list-style-type: none"> • Efficient in providing administration support to the Discipline Committee and the two APs • Efficient in processing all the paper work as required by the school 	<ul style="list-style-type: none"> • Observation • Feedback from the Discipline Committee and APs 	Salary of General TA + MPF 173,061

Objectives	Strategies/Tasks	Time Scale	Success Criteria	Method of Evaluation	Resources Required
3. To enhance the learning ability of students in Liberal Studies	To employ a teaching assistant (TA) for the Liberal Studies Department to organize holiday tutorial classes, to prepare extra learning materials for students and help the department with administration work as required.	Sep 2016 – Aug 2017	<ul style="list-style-type: none"> • Holiday L.S. tutorial classes are held to help students in need • Extra learning materials are prepared to help students cope with their L.S. studies • Efficient in providing administration support to the Liberal Studies Department and other duties as assigned by the school 	<ul style="list-style-type: none"> • Attendance of holiday tutorial classes • Record of learning materials prepared • Feedback from the Liberal Studies Department 	Salary of LS TA + MPF 173,061
				Total:	\$705,373