

SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)
Proposal for Capacity Enhancement Grant in 2014-2015
(Science/Library Teaching Assistant)

Purpose

1. To relieve teachers' workload, thus enhancing their capacity to focus more on teaching.
2. To release the clerical and administrative workload of teachers so that they can spend more time in taking care of the different learning needs of students.

Objectives

1. to give support to teachers in conducting science lessons
2. to assist teachers in the production of teaching aids and materials
3. to assist teachers of the science department in all aspects
4. to assist teachers to promote reading among students
5. to assist teachers to maintain discipline and security in the school library
6. to assist teachers of the science department and library in all aspects

Implementation

1. Applicant of S.7 level or above (proficient in both Chinese and English) will be employed through open advertisement or the recruitment exercise by the Labour Department. Eligible applicants will be interviewed by the Vice-principal, the Panel Head of Science Department and the Teacher-Librarian. The employment period is about 12 months (1stSeptember 2014 – 31st August 2015)
2. The Science / Library Teaching Assistant has to assist the Science teachers and the Teacher-Librarian in the following aspects:
 - To assist the science teachers to prepare tailor-made teaching materials and make various teaching aids and handouts for science lessons.
 - To assist the science teachers to organise various activities and educational visits held by the science teachers or science department.
 - To help and conduct regular science programmes after school for students of different target groups.
 - To assist the teacher-librarian to organise various reading activities, e.g. reading scheme, book exhibitions, book displays, book-related film shows, theme-based reading activities, book report writing, book mark designs, etc.
 - To assist the teacher-librarian to maintain discipline and strengthen the security of the library during the opening time.
 - To assist the teacher-librarian to urge the students to return library books on time so as to strengthen students' sense of responsibility and to minimize

the loss of library books.

- To reduce the workload of the teacher-librarian by entering relevant data of library materials like books and periodicals.
- To assist the teacher-librarian to arrange and fix the books and reading materials in the correct order.
- To assist the teacher-librarian to check the stock of the library at the end of the school year.

Budget

The monthly rate for the employment of the teaching assistant on non-civil service contract terms:

\$12,574.00 x 12 months = ~\$150,888 per annum

Methods of Evaluation

1. Collect feedback from teachers by using questionnaires and through discussion in Panel's meetings at the end of the academic year.
2. The participation rate of the activities organized by the science teachers and teacher-librarian.
3. The lending records of library books

Success Criteria

- 1 More than 80% of the teachers concerned agree that the Teaching Assistant can ease their workload.
- 2 Students will show greater interest in reading book.
- 3 The security of the library is strengthened and that the number of books lost is maintained at an acceptable level.

Prepared by:

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Teacher-Librarian

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