

**SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)**

**Use of “Enhancing Teachers’ Capacity Grant”**

**Employment of Teaching Assistant for Computer Literacy(CL) and ICT Department**

**2013 – 2014**

**Programme Plan**

***Purpose***

To relieve teachers’ workload, thus enhancing their capacity to focus more on the challenges and opportunities brought by the Education Reform.

***Objectives***

1. to give support to teachers in conducting the junior CL lessons;
2. to assist teachers in the production of teaching aids and materials with the application of IT tools;
3. to help in reorganize the CL teaching materials into a CL teaching web site;
4. to help and instruct students in various IT-related activities of the computer department, including ECA; and
5. to assist teachers of the computer department in all aspects

***Implementation***

1. A teaching assistant (TA) will be employed through open advertisement or the recruitment exercise by the Labour Department. Eligible applicants will be interviewed by the department of CL and ICT. The employment period is about 12 months (2<sup>nd</sup> September 2013 – 31<sup>st</sup> August 2014);
2. The TA has to assist the teachers in the following aspects:
  - i. to assist computer teachers in conducting lessons;
  - ii. to help computer teachers in preparing worksheets, self-learning exercises and on-line teaching materials for computer teachers;
  - iii. to prepare school-based teaching aids and materials by IT tools for computer teachers;
  - iv. to maintain the CL site for learning and teaching;
  - v. to assist teachers in using the e-classroom of the EClass;

***Budget***

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

~\$10,145.00 + \$507.25 (5%MPF) x 12 months = ~\$127,827 per annum

### ***Success Criteria***

1. 80% of the CL teachers find that TA can help them conduct their lessons effectively.
2. 80 % of the computer teachers find that the work of the TA can relieve their workload in the preparation of teaching materials.
3. 80% of the teachers involved agree that the TA can help them handle the e-classroom of EClass more effectively;

### ***Methods of Evaluation***

1. Feedback from CL teachers on the effectiveness of the TA to conduct CL lessons.
2. Feedback from computer teachers on the effectiveness of the TA to relieve their workload in conducting lessons, the IT-related activities and the preparation of teaching materials.
3. Performance appraisal on the TA by the computer department.
4. Survey from the teachers concerned on the results of the application of IT in learning and teaching.

Prepared by

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27 June 2013