

Annual School Plan 2018/2019

Theme: Together We Thrive

Major Concern 3: Excelling Teachers' Professional Development

Targets	Strategies/Tasks	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
A. To enhance the culture of sharing and collaboration	1. To support the newly joined teachers to adapt the teaching environment	<ul style="list-style-type: none"> • 90% of newly joined teachers participated • 80% of newly joined teachers are satisfied with the programme • 80% of the participants satisfied with the learning circle 	<ul style="list-style-type: none"> • Attendance record • Feedback • Feedback 	<p>Late August</p> <p>Whole year</p> <p>October to March</p>	Staff Support and Development Team	School funding
	2. To strengthen collaborative lesson planning and teaching	<ul style="list-style-type: none"> a. Collaborative lesson preparation within departments will be conducted b. Sharing on self-directed learning and catering learner diversity strategies among teachers of the same KLA will be arranged 	<ul style="list-style-type: none"> • At least 2 times per year for each subject department • At least 1 time per year for each KLA 	<ul style="list-style-type: none"> • Records • Records 	<p>Whole year</p> <p>Whole year</p>	<p>HODs</p> <p>KLA coordinators</p>

	<p>3. To enhance teaching skills through professional sharing</p> <p>a. Peer lesson observation and debriefing will be self-arranged by each teacher</p> <p>b. Co-teaching will be implemented in core subjects</p> <p>c. Learning circle or sharing with teacher(s) of other schools will be arranged</p>	<ul style="list-style-type: none"> • 90% of teachers arranged peer lesson observation and followed by a discussion with at least one colleague • At least 1 co-teaching is implemented by each core subject department • At least 6 subject departments have relevant arrangements 	<ul style="list-style-type: none"> • Records • Records • Records 	<p>Whole year</p> <p>Whole year</p> <p>Whole year</p>	<p>All teachers</p> <p>HODs of core subjects</p> <p>HODs</p>	<p>Network with other school(s)</p>
<p>B. To enhance teachers' professionalism by strengthening self-reflection and self-enhancement</p>	<p>1. To strengthen self-reflection of the teachers</p> <p>a. "Survey of Student's Views on Classroom Learning" will be conducted for each subject. Insight gained will be shared in the departmental meeting for the betterment of the future planning</p> <p>b. 'Keep-Improve-Stop-Start' (K.I.S.S.) analysis will be done after the survey (a) for self-reflection on learning and teaching</p> <p>c. "Subject Curriculum Evaluation Survey" will be conducted by departments</p> <p>d. Through the survey (c), implementation of programme plan and identification of students' learning difficulties will be evaluated</p>	<ul style="list-style-type: none"> • At least once per year for each teacher • At least once per year for each teacher • At least once per year for each department • At least once per year for each department 	<ul style="list-style-type: none"> • Records • Records • Records 	<p>1st term</p> <p>1st term</p> <p>2nd term</p> <p>2nd term</p>	<p>All teachers</p> <p>All teachers</p> <p>All teachers</p> <p>All departments</p>	

	<p>2. To cultivate self-enhancement of the teachers</p> <p>a. Professional enhancement programme and teachers sharing on self-directed learning and catering learner diversity will be conducted on Staff Development Days (SDD)</p> <p>b. Subject-based enhancement programme will be arranged for members by each department</p> <p>c. Teachers are encouraged to participate in external professional development such as courses, seminars, exchange programmes and study visits offered by EDB and be the marker of HKDSE</p>	<ul style="list-style-type: none"> • At least three times per year • At least once per year for each department • At least once each term for each teacher excluding the programmes of SDD 	<ul style="list-style-type: none"> • Records • Records • Records 	<p>Whole year</p> <p>Whole year</p> <p>Whole year</p>	<p>Staff Support and Development Team</p> <p>HODs</p> <p>All teachers</p>	<p>School funding</p> <p>Training Calendar & other training programmes</p>
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