

Plan on Use of Capacity Enhancement Grant (CEG), Senior Secondary Curriculum Support Grant (SSCSG) and Liberal Studies Curriculum Support Grant (LSCSG), 2011-2012 school year

(Revised on 15 August 2011)

Name of School: King's College

Means by which teachers have been consulted: Staff meeting and opinion survey

No. of operating classes: 33

Task Area	Implementation	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
<p>1. To share the overall teaching and non-teaching workload so as to give space for teachers' professional development, curriculum development and teaching</p> <p>2. To cater for learners' diversity</p> <p>3. To provide support and assistance to teachers in preparing teaching and learning materials and form- teacher period materials (civil and moral education, careers educations, guidance and counseling) and organizing ECA and</p>	<p>(a) Employment of 3 temporary teachers</p> <p>i. Chinese</p> <p>ii. Mathematics and ICT</p> <p>iii. Liberal Studies</p> <p>(b) Appointment of 3 Teaching Assistants Duties include assisting teachers in:</p> <p>i. curriculum development</p> <p>ii. preparation of teaching materials</p> <p>iii. preparation of form period materials</p> <p>iv. organization of ECAs and OLEs</p> <p>v. providing support for the weaker students</p> <p>v. other activities organized by the school</p> <p>vii. lesson substitution</p> <p>viii. helping in examination invigilation, (public and internal), etc.</p>	<p>(a)</p> <p>1. To provide additional manpower for teaching NSS Chinese, Mathematics and ICT</p> <p>2. To relieve the teaching load of 3 S4 Liberal Studies (LS) teachers to enable the restructuring of the S4 to S6 LS curriculum and to cater for individual students' learning needs</p> <p>3. With more manpower to share out the overall teaching load, teachers can have more time for curriculum</p>	<p>Sept 2011 to August 2012</p>	<p>Salary of Temporary Teachers (\$24,540x12x1.05) + (\$22,240x12x1.05)+ (\$20,160x12x1.05) = \$843,444 (from CEG, from SSCSG and from LSCSG respectively)</p> <p>Salaries of 3 Teaching Assistants (\$11,295x12x1.05) x 3 = \$426,951 (from SSCSG)</p>	<p>With the assistance of the additional temporary staff, teachers have more time on</p> <p>- Implementing and evaluating on Major Concern programme plans and the respective programme plans of subject departments and committees</p> <p>- curriculum development catering for learners' diversity</p>	<p>Feedback from all teachers</p> <p>Performance appraisal of the temporary staff</p> <p>Evaluation reports of the programme plans</p>	<p>APs</p> <p>HODs</p> <p>i/c of committees</p> <p>Major Concern Programme Plan, i/c</p>

Task Area	Implementation	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
OLE		development, planning, implementation of OLEs, catering for learner diversity, handling disciplinary cases and providing counseling and guidance to students.					
4.To take up some of the administrative and other non-teaching duties of teachers	Appointment of an Administrative Assistant Duties include (a) secretarial duties (b) assisting in preparation of school and student documents (c) assisting in liaising with old boys (d) assisting in PTA activities (e) assisting in all examination-related matters	4. Teachers' workload in other non-teaching duties can be relieved.	Same as above	Salary of the Administrative Assistant (\$16,425x12x1.05) + \$9,855 (Gratuity) = <u>\$216,810</u> (from CEG)	Same as above	Same as above	Same as above

Estimated Expenditure: \$1,487,205

(\$843,444+\$426,951 +\$216,810)