

4. Use of Capacity Enhancement Grant 2014 - 2015

Area: Employment of Teaching Assistants

Task Area	Major Areas of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method of Evaluation	People in Charge
Learning and Teaching	<ol style="list-style-type: none"> To relieve teachers' workload in curriculum development, preparing teaching materials and other teaching related tasks To provide more learning opportunities for students To alleviate teachers' workload so that they can concentrate on coping with learner diversity 	<p>To employ three full time teaching assistants:</p> <p>TA1: Design & Technology</p> <p>TA2: Technology & Living</p> <p>TA3: Visual Arts</p> <p>The 3 TAs will also assist the work of the Music Department, Library and general administration.</p>	<ol style="list-style-type: none"> Teachers are given support in curriculum development and revising teaching materials. Teachers and students are given support when implementing life-wide learning activities and co-curricular activities. Teachers have more time to prepare worksheets and improve on the student learning portfolio to cater for learner diversity 	Sept. 14 to Aug. 15	<p>Salary + 5% MPF of NCSC staff for the academic year</p> <p>\$13,170 x 1.05 x 12 m x 3 =\$497,826 (+4.71% salary adjustment) =\$521,273</p>	<ol style="list-style-type: none"> Teachers have more time to develop the curriculum, and prepare teaching materials to cater for learner diversity. Students indicate increased interest in learning. 	<ol style="list-style-type: none"> Feedback from teachers Performance appraisal of teaching assistants 	<ol style="list-style-type: none"> Heads of Departments: DT, TL, VA. Assistant Principal

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			4. Teachers are relieved of some of their workload in taking minutes of meetings, taking photos, video recording in school and student activities.					

Remarks:

Total sum required: \$521,273

Available fund from Capacity Enhancement Grant: \$339,642

Required Extra Funding: $\$521,273 - \$339,642 = \underline{\$181,631}$

\$181,631 to be covered by past savings (OEP) from accumulated funds in the previous years.