

### 3. Major Concerns for 2013-2014

#### 3.1 Major Concern 1: To enhance the effectiveness of learning and teaching

Targets	Strategies & Tasks	Success Criteria	Method of Evaluation	Time Scale	People in charge	Resources Required
To cultivate students' creative talents as well as appreciation of arts and technology in an ever-changing world and to some extent in a world of no boundaries or borders.	<ol style="list-style-type: none"> <li>To conduct a subject-based 'Creativity Fortnight' in forms of project work /video appreciation/ games/ talks or other activities follow up with worksheets or other forms of assessments.</li> <li>To display student works or records after completion at the Lobby (2 weeks for each subject, 8 weeks in total) for sharing among students as well as teachers.</li> </ol>	<ol style="list-style-type: none"> <li>At least one activity related to 'Creativity' is conducted by each subject annually.</li> <li>Display of students' work highlighting their creativity is organized by each department at the "Creativity Fortnight".</li> </ol>	<ol style="list-style-type: none"> <li>Teachers' observation and feedback</li> <li>Quality of students' work.</li> <li>Record / photos of activities run</li> </ol>	Whole year	Heads of Departments	\$4000
To monitor the subject curriculum offered in the junior secondary.	<ol style="list-style-type: none"> <li>Each department should review and revise its curriculum annually according to the diversity of the needs, abilities, interests of students, as well as the latest curricula reform.</li> </ol>	<ol style="list-style-type: none"> <li>The school-based curriculum of each subject is revised yearly.</li> <li>Appropriate teaching schemes/plans are selected and adapted to cater for students' diversity regarding the revised curricula.</li> </ol>	<ol style="list-style-type: none"> <li>Minutes of departmental meetings</li> <li>Inspection of scheme of work / record of work of subject departments</li> <li>Lesson observations</li> </ol>	Whole year	Heads of Departments	

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To articulate the junior secondary curriculum with the SS curriculum.	<ol style="list-style-type: none"> <li>HODs and Assistant HODs of all departments should provide the latest up-to-date information of any changes in the SS curriculum to their department members regularly.</li> <li>Each department should hold meetings to review on its curriculum (especially for S3) to meet the changes in the SS curriculum.</li> </ol>	<ol style="list-style-type: none"> <li>HODs and Assistant HODs have attended seminars/ meetings held by EDB or HKEAA information gathered are shared with panel members.</li> <li>Reviews and changes are made to the curriculum according to the needs/ changes of the SS curriculum every year.</li> </ol>	<ol style="list-style-type: none"> <li>Minutes of departmental meetings</li> <li>Inspection of scheme of work/ record of work of subject departments.</li> <li>Lesson observations</li> </ol>	Whole year	Heads of Departments	
To develop a monitoring system on the implementation of junior and senior form School-based Assessment.	<ol style="list-style-type: none"> <li>Each department should develop clear criteria of assessment with brief description based on the requirement of students' performance.</li> <li>Annual revision and amendment of the criteria should be made by each department.</li> </ol>	<ol style="list-style-type: none"> <li>Clear criteria of assessments with brief description are set up based on the nature and characters of different subjects.</li> <li>Students are notified of such criteria at the beginning of the school term.</li> <li>Assessment criteria are followed when marking students' work.</li> </ol>	<ol style="list-style-type: none"> <li>Minutes of departmental meetings</li> <li>Inspection of students' work</li> <li>Feedback from teachers.</li> </ol>	Whole year	Heads of Departments	

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To develop a reflective culture among teachers and students.	<ol style="list-style-type: none"> <li>1. A template form designed by the Centre for adoption by each department.</li> <li>2. The form to be adopted and modified by each department for survey on students' feedback.</li> </ol>	<ol style="list-style-type: none"> <li>1. At least one survey from students of different forms and different schools is conducted by each teacher.</li> <li>2. The overall results are discussed at panel meetings and follow up actions are taken accordingly.</li> </ol>	<ol style="list-style-type: none"> <li>1. Analysis of data collected from surveys.</li> <li>2. Feedback from teachers.</li> <li>3. Feedback from students</li> <li>4. Minutes of departmental meetings</li> </ol>	Whole year	Heads of Departments	
To maintain a close relationship with partner and participating schools on SS development.	<ol style="list-style-type: none"> <li>1. To provide up-to-date information of SS classes at ATEC for partner schools at School Heads' Meetings.</li> <li>2. According to the needs of partner schools, subject departments will either conduct briefing sessions on SS subjects for partner school students annually or/and to give lessons or mass lectures on theoretical subject knowledge at partner schools upon request.</li> </ol>	<ol style="list-style-type: none"> <li>1. Each department should conduct briefing sessions on SS subject for partner school students annually.</li> <li>2. Subject departments have liaised with partner schools and lectures/ lessons are arranged for their students if so requested.</li> </ol>	<ol style="list-style-type: none"> <li>1. Minutes of Heads' meetings</li> <li>2. Minutes of departmental meetings</li> <li>3. Feedback from partner schools</li> </ol>	Whole year	Heads of Departments	