

4. Use of Capacity Enhancement Grant 2012 - 2013

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 To implement new NSS subjects in the Centre 	<p>To employ three full time teaching assistants:</p> <p>TA1: Technology & Living</p> <p>TA2: Visual Arts</p> <p>TA3: Design & Technology</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 Teachers are relieved of some of their workload in taking minutes of meetings, 	Sept. 12 to Aug. 13	<p>Salary + 5% MPF of NCSC staff for the academic year</p> <p>\$12,670 x 1.05 x 12 m x 3 = \$478,926</p>	<ol style="list-style-type: none"> More than 70% of teachers agree that they have more time to develop the curriculum, and prepare teaching materials More than 70% of teachers agree that their non-teaching workload is reduced 	<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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			taking photos, video recording in school and student activities. 5. Teachers of NSS subjects can have more time to develop and implement the NSS curriculum.					

Remarks:

Total sum required: \$478,926

Available fund from Capacity Enhancement Grant: **\$329,064**

Required Extra Funding: $\$478,926 - \$329,064 = \text{\$149,862}$

\$149,862 to be covered by past savings (OEP) from accumulated funds in previous years.