

**SKH Bishop Mok Sau Tseng Secondary School**

**Plan on Use of the Additional Time-Limited Funding of Capacity Enhancement Grant (2005-2006)**

**I.**

<b>Task Area</b>	<b>Major Area(s) of Concern</b>	<b>Strategies/Tasks</b>	<b>Benefits Anticipated</b>	<b>Time Scale</b>	<b>Resources Required</b>	<b>Success Criteria</b>	<b>Method(s) of Evaluation</b>	<b>People Responsible</b>
Curriculum development (Assessment for Learning)	To facilitate the implementation of School Based Assessment (SBA), Territory-wide System Assessment (TSA) and Computer-assisted Learning (CAL) in English Language	<p><b>1. SBA</b></p> <ul style="list-style-type: none"> <li>- to provide logistic support to the program, e.g. to label and catalogue books, to keep stock and update records of book loan, etc.</li> <li>- to help video- tape students' presentation and discussion</li> <li>- to help with the filing work of teaching materials prepared</li> <li>- to help prepare new teaching materials</li> </ul> <p><b>2. TSA</b></p> <ul style="list-style-type: none"> <li>- to help train students in both oral and written assessment tests</li> </ul> <p><b>3. CAL (MMLC)</b></p> <ul style="list-style-type: none"> <li>- to help compile past lesson plans and materials</li> <li>- to collaborate with teachers in designing lessons</li> <li>- to assist students in MMLC lessons</li> </ul> <p><b>4. Miscellaneous</b></p> <ul style="list-style-type: none"> <li>- e.g. conduct oral practice sessions with S5 students, design and maintain the department website, stock check of ERS readers of junior forms, revision of syllabus, etc.</li> </ul>	<p>Responsible teachers can spend more time and energy in the design and implementation of the program while much of the clerical work is taken care of by the assistant.</p> <p>As the teacher assistant is also involved in the training sessions within lesson as well as after school session when necessary, students will get more training opportunity and receive more individual and timely help.</p> <p>Revision of teaching materials of CAL and tasks such as designing and maintaining of the website can greatly reduce teachers' time and enable them to focus more on teaching and caring of the students.</p>	Apr – Aug 2006	<p>Two teaching assistants can be hired to relieve some of the work of the teachers involved, extending from May - Aug 06</p> <p><b>Assistant A (Full Time):</b> Salary of 3.5 months \$12,000 x 3.5 x1.05 = <b>\$44,100</b></p> <p><b>Assistant B (On Project base): \$25,000</b></p> <p>Total Amount: \$44,100 + \$25,000 = \$ 69,100</p>	<p>-Teachers are allowed more time to design lessons and organize activities. -Teaching materials are well organized and stored for easy access.</p> <p>-S3 students are better prepared for their oral and written tests of TSA.</p> <p>With the clerical and IT support of the assistant, teachers are able to do timely revision of the syllabus and teaching materials for the use of next school year.</p>	<p>Evaluation of various programs will be based on the following: - Teachers' feedback on the assistant's performance in terms of amount of work completed as planned and quality of work done. - Students' response collected through questionnaires and sharing</p>	Heliena Lam and Siu Ping Cheung

## II.

項目	關注重點	策略/工作	預期好處	所需資源	成功準則	評估方法	負責人
課程發展	<ol style="list-style-type: none"> <li>1. 加強學生口語溝通能力訓練，以應付 2007 年會考課程。</li> <li>2. 協助推動中國語文科系統評估及校本評核工作。</li> </ol>	<p>聘請一位教學助理，主要負責兩項工作：</p> <p>第一，為中三和中四級設計及教授「說話能力(小組討論)增潤課程」：</p> <ul style="list-style-type: none"> <li>● 於課後額外提供 2 節會話課予學生</li> <li>● 設計每節 1 小時 15 分的課程</li> <li>● 以小組教學(約 12 人)形式進行</li> </ul> <p>第二，負責協助推動校本評核及系統評估工作：</p> <ul style="list-style-type: none"> <li>● 協助教師評估學生學習歷程檔案的表現</li> <li>● 為中三課程編選學習材料及搜集相關資料，以準備系統評估測試之工作</li> <li>● 宣傳語文活動的消息及帶領學生參加有關活動</li> </ul>	<ol style="list-style-type: none"> <li>1. 提高學生表達溝通能力。</li> <li>2. 減輕中文科教師在校本評核及系統評估方面的工作量。</li> </ol>	<p>聘請一位教學助理，2006 年 4 月 24 日至 6 月 30 日</p> <p>薪酬： 日薪 \$863x46 天 x1.05 = \$41,683</p>	<ol style="list-style-type: none"> <li>1. 讓學生熟習 2007 年會考說話能力測試的形式及要求。</li> <li>2. 協助中文科教師為校本評核及系統評估工作，準備各式文件及編排教材。</li> </ol>	<ul style="list-style-type: none"> <li>- 學生成績分析</li> <li>- 教學助理工作表現評估</li> <li>- 教材質與量之評估</li> </ul>	甘冬兒老師 (中文科主任)