

St. Francis Xavier's School, Tsuen Wan
Report on Use of Capacity Enhancement Grant (2021/2022)

Task Area	Major Area(s) of Concern	Strategies /Tasks	Benefits Anticipated	Time Scale	Resources used	Success Criteria	Implementation & Evaluation/area for improvement															
Curriculum Development	To relieve teachers' workload so that they can concentrate on developing effective learning and teaching strategies and more diversified assessment modes	1. Employ two teaching assistants to provide supports to teachers	<p>1. Teachers are relieved from excessive workload in liaison work and supervision of learning activities</p> <p>2. More systematic records and documentation of student learning to be prepared</p> <p>3. Learning materials to be updated and revised based on student needs</p> <p>4. More diversified assessment modes in the KLA concerned to be designed</p>	From 1/9/2021 to 31/8/2022	<p>1. Salary of two teaching assistants (JMA & ZYJ) for 12 months including</p> <p>MPF – \$411 862.5 (\$196 125 x 1.05 (with MPF) x 2 TAs)</p>	1. Teachers give positive feedback on TAs who take non-teaching duties and assist in supervising learning activities	<p>1. Teachers' feedback</p> <p>We invited four teachers who are related to their normal work duties to be the appraiser, and made assessments on their 'diligence', 'work quality', 'work efficiency' and 'group communication ability'</p> <p>Their feedback is positive and above 3.5 marks in 5-points scale</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>ZYJ</th> <th>JMA</th> </tr> </thead> <tbody> <tr> <td>Diligence</td> <td>4.3</td> <td>5.0</td> </tr> <tr> <td>Work quality</td> <td>4.5</td> <td>4.8</td> </tr> <tr> <td>Work efficiency</td> <td>4.0</td> <td>4.8</td> </tr> <tr> <td>Group communication ability</td> <td>4.3</td> <td>4.8</td> </tr> </tbody> </table> <p>Other comments:</p> <p>ZYJ can complete the work given by the teacher on time, and will also take the initiative to report the progress of the work, reducing the workload of teachers. But there is still room for improvement in efficiency.</p>		ZYJ	JMA	Diligence	4.3	5.0	Work quality	4.5	4.8	Work efficiency	4.0	4.8	Group communication ability	4.3	4.8
	ZYJ	JMA																				
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							JMA is flexible with the workflow and friendly to people. Careful, diligent, efficient, and careful in doing things, which greatly reduces the workload of teachers.
		2. Employ one IT technician as backup to teaching			2. Salary of one IT technician (MIN) for 10 months (resigned in June) and another IT technician (WHK) (Take up the post on 15/8/2022) including MPF – \$171,605.3 For MIN: \$160 000x 1.05(with MPF) For WHK: \$3 433.6 x 1.05 (with MPF) *The salary for WHK is \$19 265 including \$13 000 from STEM QEF (until 30/4/2023) funding and \$6 265 from CEG grants.	2. ICT Teachers have positive feedback on IT technician who assisting in the assessment and documentation of students' learning profiles	2. ICT Teachers' feedback From HHF's feedback, IT technician (MIN) can always do his best to assist the IT teachers in classroom activities, especially in the daily management and maintenance of the iPad. In addition, he will also provide computer technical supports for teachers to reduce the administrative burden of the same teachers. Overall, the quality of his work is excellent. But working efficiency and communication with colleagues can be improved. We feel pity for his resignation. Due to the increase of activities in STEM lessons, STEM related teachers need assistants to assist in the preparation of materials for STEM activities and assist in classroom activities. With the consent of the

							<p>principal, we combined the resources of the STEM QEF and CEG grants and recruited an assistant to assist in the IT and STEM activities at the same time.</p> <p>STEM QEF maintained its support (\$13,000+MPF each month) until 30/4/2023, subsequent salaries are supported by CEG funding.</p>
					Total: \$ 583 467.8		

Endorsed by

 Br. John Chong,
 Supervisor
 Date: