

Queen's College
Year-end Review on the Use of Capacity Enhancement Grant 2025-2026

A. Employment of 3 Teaching Assistants and 1 Temporary Teacher

	Period of Employment, Salary & MPF	Duties Performed	Evaluation on effectiveness
1. Employment of one Teaching Assistant (English)	<u>Employment Period</u> 1-9-2025 to 31-8-2026 <u>Salary and MPF (as at 23 June 2026)</u> Total : \$71,533.28	1. Conduct S1, S2 and S3 enrichment classes after school and handle the administrative duties related to these classes; 2. Prepare mark entry spreadsheets to facilitate exam score entry for S1 to S6; 3. Assist English teachers to prepare teaching materials; 4. Perform preparation work for S4 to S6 SBA and assist in the preparation room during SBA; 5. Assist in stock-taking for the department; 6. Take minutes for staff meetings; 7. Perform miscellaneous non-teaching duties, such as internal examination invigilation, DSE invigilation, ECA supervision inside and outside of the school, and other stand-in duties; 8. Lesson substitution for teachers on leave; 9. Take up all other duties assigned by school.	• 15 and 15 S.1 students attended 9 and 8 sessions of enrichment class in the first and second terms respectively. • 10 and 10 S.2 students attended 8 and 7 sessions of enrichment class in the first and second terms respectively. • 10 and 10 S.3 students attended 10 and 7 sessions of enrichment class in the first and second terms respectively. • The Teaching Assistant prepared Google Sheets for exam score entry for S.1 to S.6, which facilitated exam score calculation. • The Teaching Assistant helped English teachers photocopy teaching and learning materials regularly. • The Teaching Assistant helped the HOD move boxes of department inventory before and after renovations. • The Teaching Assistant reduced the workload of teachers of miscellaneous non-teaching duties. • The Teaching Assistant helped draft the minutes of staff meetings. • The Teaching Assistant did lesson substitution.

	Period of Employment, Salary & MPF	Duties Performed	Evaluation on effectiveness
2. Employment of one Teaching Assistant (Maths)	<u>Employment Period</u> 1-9-2025 to 31-8-2026 <u>Salary and MPF (as at 23 June 2026)</u> Total : \$71,701.97	1. Operate the MC scanner to efficiently mark multiple-choice exercises and tests, and compiled data for survey analysis; 2. Assist teachers in the design and preparation of IT-based and general teaching materials; 3. Carry out essential non-teaching tasks, including examination invigilation and acting as a stand-in when required; 4. Support the department with comprehensive inventory and stock-taking procedures; 5. Compile and maintained accurate lists of scholarship awardees; 6. Manage data entry into the CloudSAMS system and extracted student scores to facilitate comprehensive data analysis; 7. Take up all other duties assigned by school.	• The Teaching Assistant successfully organized a total of 32 after-school remedial lessons across the academic year. This initiative supported 50 students in the First Term (12 in S.1, 18 in S.2, and 20 in S.3) and expanded to support 58 students in the Second Term (20 in S.1, 18 in S.2, and 20 in S.3) • He enhanced departmental data analysis by customizing spreadsheets to enable detailed performance evaluations for individual mathematics groups. • 43 sets of targeted revision notes and exercises were developed and distributed, directly aiding students in improving their foundational subject knowledge. • The Teaching Assistant significantly alleviated the workload of the teaching faculty by taking over the grading of multiple-choice tests/examinations and efficiently managing various miscellaneous non-teaching administrative duties.
3. Employment of one Teaching Assistant (ECA/IT)	<u>Employment Period</u> 1-9-2025 to 31-8-2026 <u>Salary and MPF (as at 23 June 2026)</u> Total : \$59,519.25	1. Assist in the administrative work of extra-curricular and students' activities; 2. Prepare and operate IT facilities and equipment for the activities; 3. Assist in the organization of workshops or events for the promotion of IT in Education; 4. Conduct stand-in lessons and take up invigilation duties for tests and examinations; 5. Support video-editing and production 6. Take up all other duties assigned by school.	• The Teaching Assistant managed to complete all the tasks assigned with quality. Being cooperative and proactive, he was dedicated to support extra-curricular, life-wide learning and IT-related activities with initiative. His endeavors to enhance his work efficiency and support other colleagues in discharging his duties was commendable.

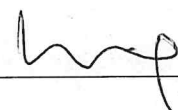
	Period of Employment, Salary & MPF	Duties Performed	Evaluation on effectiveness
4. Employment of one Past-time Temporary Teacher (0.7) (Maths)	<u>Employment Period</u> 1-9-2025 to 31-8-2026 <u>Salary (as at 23 June 2026)</u> Total : \$513,513.00	1. Take up the teaching duties of Mathematics at various levels; 2. Foster home-school cooperation for the holistic support of students; 3. Perform administrative duties so as to facilitate a smooth running of the school; 4. Organize extra-curricular activities for the whole-person development of students. 5. Take up all other duties assigned by school.	The Temporary Teacher showcased high quality teaching in his lessons, and consistently provided constructive feedback to elicit continuous improvement of his students. Furthermore, he could effectively accomplish his non-teaching duties for the best of the students and the school at large.
Total			\$716,267.50

B. Arrangement of Professional Development Activities

Date	Event	Expenditure	Evaluation
30-9-2025	First Staff Development Day	\$11,004.00	This program promoted professional growth by upgrading teachers' technological competencies through AI literacy frameworks and strategies. It further built critical pastoral skills by providing essential knowhow for counseling secondary students. Finally, the collaborative afternoon sports activities at SCAA enhanced well-being , cultivating team cohesion and a supportive staff community.
2-6-2026	Second Staff Development Day	\$19,292.00	This Shenzhen study visit fostered professional development by enabling teachers to embrace innovation within the Greater Bay Area. Focusing on educational innovation and technological advancement, teachers gained valuable insights through site visits to Tencent Binhai Mansion and Mingwan School. Observing Mingwan School explicitly exposed teachers to innovative educational approaches and a strong emphasis on whole-person development.
Total		\$30,296	

(A) Allocation for 2025/2026 school year	:	\$609,252.00
(B) Balance brought forward from 2024/2025 (as at 31.8.2025)	:	\$258,164.00
(C) Total Expenditure for the period 1-9-2025 to 23-6-2026 (Estimated)	:	\$746,563.50
(D) Transfer of Fund to OEPG from TA(BA) on 31-3-2026	:	\$403.50
(E) Balance carried forward for 2026/2027 school year (A)+(B)-(C)-(D)	:	\$120,449.00

Name of Teacher-in-charge of Capacity Enhancement Grant: Ms LING Yuen-ting

Signature: 

Date: 23-6-2026