

Queen's College
Year-end Review on the Use of Capacity Enhancement Grant 2023-2024

Employment of 3 Teaching Assistants for English, Maths/IT, Music and Life-wide Learning

| | Period of Employment, Salary & MPF | Duties Performed | Evaluation on effectiveness |
|------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Employment of a teaching assistant (English) | TA (Eng) 1-9-2023 to 31-8-2024 <i>\$19,262.25/month</i> | TA (Eng) has helped the English Department in the following: 1. Preparing score entry spreadsheets to facilitate exam score entry for S.1 to S.6 2. Conducting enrichment classes for S1 students and handling the logistics for the enrichment classes for S2 and S3 students; 3. English Builder total marks calculation for S1 – S5 students and handling technical matters of the system; 4. Taking minutes for staff meetings; 5. Performing miscellaneous non-teaching duties such as examination invigilation, stand-in duties and supervising students in activities outside school; 6. Assisting English teachers to prepare teaching materials; 7. Assisting in the Preparation Room during S6 SBA and preparation of materials for S.4 – S.6 SBA and 8. Assisting in the stock-taking of the department. | <ul style="list-style-type: none"> • 10 and 19 S.1 students attended 10 and 10 sessions of the enrichment class respectively. • 12 and 11 S.2 students attended 6 and 8 sessions of the enrichment class respectively. • 12 and 12 S.3 students attended 8 and 9 sessions of the enrichment class respectively. • Their attendance was closely monitored. • Spreadsheet files were created for exam scores entry, facilitating teachers' work of exam score calculation. • The teaching assistant has relieved teachers of miscellaneous non-teaching duties. • The teaching assistant also helped draft the minutes of each staff meeting. |
| 2. Employment of a teaching assistant (IT and Maths) | TA (Maths) 1-9-2023 to 31-8-2024 <i>\$19,262.25/month</i> | TA (Maths) has helped the Mathematics Department in the following: 1. Conducting enrichment courses for S1-S3 students; 2. Using the MC scanner to help teachers to mark multiple choice exercises, tests and prepare survey analysis; 3. Providing assistance to teachers in preparing IT teaching materials; | <ul style="list-style-type: none"> • 11 S.1, 13 S.2 and 22 S.3 students in the first term and 22 S.1, 15 S.2 and 25 S.3 students in the second term were arranged to attend a total of 40 after-school remedial lessons. • A total of 40 sets of revision notes and exercise were prepared for students and |

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| | | 4. Performing miscellaneous non-teaching duties such as examination invigilation and stand-in duties; 5. Assisting Mathematics teachers to prepare teaching materials and 6. Assisting in the stock-taking of the department. | helped them to improve their subject knowledge. The teaching assistant has relieved the workload of teachers in marking MC questions of tests/examinations. <ul style="list-style-type: none"> The teaching assistant has relieved teachers of their miscellaneous non-teaching duties. |
| 3. Employment of a teaching assistant (Chinese) | TA (Chin) 1-9-2023 to 31-8-2024 <i>\$19,262.25/month</i> | TA (Chin) has helped the Chinese Department as follows: <ol style="list-style-type: none"> Conducting enrichment classes for S1 to S3 students, Assisting S1 to S3 NCS students in learning during Chinese Language, Chinese History and Putonghua classes; Marking comprehension exercises for 41 S4 and S5 students lagging behind; Performing miscellaneous non-teaching duties such as examination invigilation, stand-in duties and supervising students in activities outside school; Assisting Chinese teachers to prepare teaching materials; Assisting in the Preparation Room during S5 SBA; and Assisting in the stock-taking of the department. | <ul style="list-style-type: none"> 20 students from each level of S1 to S3 (60 students in total) participated in a total of 43 remedial lessons across the school year. Teachers from the Chinese Language, Chinese History and Putonghua departments have found the teaching assistant's presence helpful. Only some of the S4 and S5 students lagging behind were willing to hand in their remedial comprehension exercises. The teaching assistant has relieved teachers of miscellaneous non-teaching duties. |

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| (A) Allocation for 2023/2024 school year | : | \$666,935.00 | |
| (B) Balance brought forward from 2022/2023 (as at 31.8.2023) | : | \$34,775.98 | |
| (C) Total Expenditure for the period 1-9-2023 to 31-8-2024 | : | \$693,441.00 | |
| (D) Transfer of Fund to OEPG from TA(BA) on 31-3-2024 | : | \$156,045.12 | |
| (E) Balance carried forward for 2024/2025 (A)+(B)-(C)-(D) | : | -\$147,775.14 | (to be offset by other grants) |

Name of Teacher-in-charge of Capacity Enhancement Grant: Mr WONG Kwok-keung

Date: 16-6-2024