

**Queen's College**  
**Year-end Review on the Use of Capacity Enhancement Grant 2022-2023**

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

	<b>Period of Employment, Salary &amp; MPF</b>	<b>Duties Performed</b>	<b>Evaluation on effectiveness</b>
1. Employment of a teaching assistant (English)	TA (Eng) 1-9-2022 to 31-8-2023  <i>\$18,406/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"> <li>• 12 and 16 S.1 students attended 9 and 10 sessions of the enrichment class respectively.</li> <li>• 12 and 11 S.2 students attended 8 and 7 sessions of the enrichment class respectively.</li> <li>• 8 and 15 S.3 students attended 10 and 9 sessions of the enrichment class respectively.</li> <li>• Their attendance was closely monitored.</li> <li>• Spreadsheet files were created for exam scores entry, facilitating teachers' work of exam score calculation.</li> <li>• The teaching assistant has relieved teachers of miscellaneous non-teaching duties.</li> </ul>
2. Employment of a teaching assistant (IT and Maths)	TA (Maths) 1-9-2022 to 31-8-2023  <i>\$18,406 /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; 4. Performing miscellaneous non-teaching duties such as	<ul style="list-style-type: none"> <li>• 13 S.1, 13 S.2 and 20 S.3 students in the first term and 24 S.1, 13 S.2 and 22 S.3 students in the second term were arranged to attend a total of 30 after-school remedial lessons.</li> <li>• A total of 30 sets of revision notes and exercise were prepared for students and helped them to improve their subject</li> </ul>

	Period of Employment, Salary & MPF	Duties Performed	Evaluation on effectiveness
		<p>examination invigilation and stand-in duties;</p> <p>5. Assisting Mathematics teachers to prepare teaching materials and</p> <p>6. Assisting in the stock-taking of the department.</p>	<p>knowledge. The teaching assistant has relieved the workload of teachers in marking MC questions of tests/examinations.</p> <ul style="list-style-type: none"> <li>The teaching assistant has relieved teachers of their miscellaneous non-teaching duties.</li> </ul>
3. Employment of a teaching assistant (Music and LWL)	<p>TA (Music and LWL) 1-9-2022 to 31-8-2023</p> <p><i>\$18,406/month</i></p>	<p>TA (Music and LWL) has helped the Music Department and Life-wide Learning Team as follows:</p> <ol style="list-style-type: none"> <li>Oversee non-teaching duties, manage surveys for evaluations, and assist with activity preparations.</li> <li>Handle quotations, coordinate with guests and companies, and document activities through multimedia.</li> <li>Design custom certificates and prizes, digitize evaluation forms, and compile survey summaries.</li> <li>Maintain website updates, provide an annual performance conclusion, and send email reminders for activities.</li> <li>Application to various competitions (Hong Kong Schools Music Festival, LCSD Interflows, JSMA Competition, etc.).</li> <li>Arrange rehearsal venues, take attendance, and track vaccination status of music team members.</li> <li>Provide assistance in preparing teaching materials (printing of notes, downloading of music excerpts, etc.).</li> <li>Provide assistance in stock-taking.</li> </ol>	<ul style="list-style-type: none"> <li>Facilitate smooth activities, promote Life-wide Learning core values, and handle logistics.</li> <li>Document events, allowing students to practice core values during activities.</li> <li>Alleviate teachers' non-teaching duties and increase student engagement through multimedia.</li> <li>Bolster students' self-confidence, encourage eco-friendliness, and gather feedback via electronic questionnaires.</li> <li>The teaching assistant has relieved the workload of music teacher in miscellaneous non-teaching duties</li> </ul>

(A) Allocations for 2022-23 school year	:	\$654,502.00
(B) Balance brought forward from CEG 2021/2022 as at 31.8.2022	:	\$36,487.38
(C) Total Expenditure for the period 1-9-2022 to 31-8-2023	:	\$598,942.83
(D) Transfer of Fund to OEPG from TA(BA) on 31-3-2023	:	\$95,435.05
(E) Balance carried forward for 2022/2023 (A)+(B)-(C)-(D)	:	-\$ 3,388.5 (to be topped up by other grant)

Name of Teacher-in-charge of Capacity Enhancement Grant: Mr WONG Kwok-keung      Signature: \_\_\_\_\_      Date: 7-6-2023