

Queen's College
Year-end Review on the Use of Capacity Enhancement Grant 2021-22

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

	Period of Employment, Salary & MPF	Duties Performed	Evaluation on effectiveness
1. Employment of a teaching assistant (English)	TA (Eng) 1-9-2021 to 31-8-2022 <i>\$17,955 /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. Monitoring enrichment classes for S1- S3 students; 3. Conducting the S.1 Peer Tutoring Programme (1 session); 4. English Builder total marks calculation for S1 – S5 students and handling technical matters of the system; 5. Taking minutes for staff meetings; 6. Performing miscellaneous non-teaching duties such as examination invigilation, stand-in duties and supervising students in activities outside school; 7. Assisting English teachers to prepare teaching materials; 8. Assisting in the Preparation Room during S6 SBA and preparation of materials for S.4 – S.6 SBA and 9. Assisting in the stock-taking of the department.	<ul style="list-style-type: none"> • 16 and 14 S.1 students, 13 S.2 students and 10 and 11 S.3 students in the first and second terms respectively were arranged to attend a total of 38 after-school remedial lessons. 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.
2. Employment of a teaching assistant (IT and Maths)	TA (Maths) 1-9-2021 to 31-8-2022 <i>\$17,955 /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 examination invigilation and stand-in duties; 5. Assisting Mathematics teachers to prepare teaching materials and	<ul style="list-style-type: none"> • 19 S1 students, 17 S2 students and 19 S3 students were arranged to attend a total of 41 after-school remedial lessons and were given a total of 65 sets of revision notes and materials. • These notes and materials have helped students to improve in the subject. • He has relieved the workload of teachers in marking MC questions of tests/examinations.

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		6.Assisting in the stock-taking of the department.	<ul style="list-style-type: none"> • He has relieved teachers of their miscellaneous non-teaching duties.
3. Employment of a teaching assistant (Music and LWL)	TA (Music and LWL) 1-9-2021 to 31-8-2022 \$17,955 /month	<p>TA (Music and LWL) has helped the Music Department and Life-wide Learning Team as follows:</p> <ol style="list-style-type: none"> 1. Performing non-teaching duties such as supervising students in activities inside and outside school, preparing activity materials; 2. Connecting guests and companies and preparing quotations for outsourced activities; 3. Summarizing materials and photos taken during the activities and uploading onto the school websites regularly; 4. Conducting LWL surveys and summarizing results into an overall conclusion; and 5. Proofreading and checking of all the students' reflections done by the students about the LWL activities throughout the year 6. Application to various competitions (Hong Kong Schools Music Festival, LCSD Interflows, JSMA Competition, etc.) 7. Arrangement of rehearsal venues, attendance and vaccination status of music team members 8. Providing assistance to preparing teaching materials (printing of notes, downloading of music excerpts, etc.) 9. Providing assistance to stock-taking 	<ul style="list-style-type: none"> • The teaching assistant has made the activities go smoothly while the students could benefit from the 5 core values of Life-wide Learning during the activities • Recording and photo taking were able to let students practice the core values during the activities • She has relieved teachers of miscellaneous non-teaching duties • Summaries of surveys for activities are still in progress for evaluations since the huge number of sets of questionnaires. • Notes were neatly provided for students from S.1-S.6, which helped the students to improve the understanding in the subject • Gifted students were provided more chances to participate in different music events • She has relieved the workload of music teacher in miscellaneous non-teaching duties

(A) Allocations for 2021-22 school year	:	\$642,934.00
(B) Balance brought forward from CEG 2020/2021 as at 31.8.2021	:	\$0.00
(C) Total Expenditure for the period 1-9-2022 to 31-8-2022	:	\$550,208.36
(D) Transfer of Fund to OEPG from TA(BA) on 31-3-2022	:	\$31,608.74
(E) Balance carried forward for 2022/2023 (A)+(B)-(C)-(D)	:	\$ 61,116.90

Name of Teacher-in-charge of Capacity Enhancement Grant: Mr WONG Kwok-keung Signature: _____ Date: 30-6-2022