

Plan on the Use of Teacher Relief Grant (TRG) 2018-2019

Teacher Relief Grant (TRG): \$4,325,400 (2018/19) -- Frozen five SGM posts

Objective: To relieve teachers' workload so that teachers will have enhanced capacity to concentrate on the critical tasks in the education reform

Name of School: Yuen Long Merchants Association Secondary School

Means by which teachers have been consulted: Staff meeting/ Department meetings

No. of operating classes: 30

Task Area	Major areas of concern	Implementation Plan	Benefits Anticipated	Duration	Resources required	Performance Indicators	Assessment Mechanism	Persons In-charge
Curriculum development (Chinese Language)	To assist teachers and the Chinese panel in the preparation of teaching materials and logistics work in the organization of learning-related programmes and activities	<u>To employ 2 Chinese Language teacher</u> to 1) Create space for Chinese teachers to prepare for the NSSC. 2) To develop teaching materials for Chinese	All Chinese teachers' workload can be alleviated in the following ways: 1) Be specialized in the teaching of the Chinese Subject. 2) Have more room for individual career counselling.	From September 2018 to August 2019 – 12 months initially and to be extended if situation warrants	Monthly salary of the Chinese teacher for the period $\$30,165 \times 1.05 \times 12 = \underline{\$380,079}$ $\$48,540 \times 1.05 \times 12 = \underline{\$611,604}$	<ul style="list-style-type: none"> ● Increased amount of quality learning/ teaching materials tailored to students' need ● Increased space created for teachers 	1) Performance appraisal on teaching assistant 2) Feedback from teachers, students on the performance of the teachers. 3) Development of teaching materials for the Chinese.	Mr. YAU Chi-leung
Enhancement of teaching and learning of English	To share and support work on the related education	<u>To employ 2 full-time contract teacher</u> to teach English and strengthen the planning and implementation of	Increase amount of quality learning and teaching materials tailored to students' needs	From September 2018 to August 2019	Monthly salary of the full time teacher for the period $\$33,290 \times 1.05 \times 12 = \underline{\$838,908}$	<ul style="list-style-type: none"> ● Good performance of teaching in English ● The amount of quality 	Performance appraisal on the teacher Development of teaching materials for English Language	Mr. YAU Chi-leung

		the curriculum and develop school-based resources relating to the learning and teaching of the related education;	To share the workload of English teachers			<p>learning /teaching materials tailored to students' needs will be increased</p> <ul style="list-style-type: none"> ● The frequency of students taking part in the English related activities 	Feedback from teachers and students on the performance of the teacher	
Enhancement of teaching and learning of Mathematics	To share and support work on the related education	<u>To employ 2 full-time contract teacher</u> to teach Mathematics and strengthen the planning and implementation of the curriculum and develop school-based resources relating to the learning and teaching of the related education;	Increase amount of quality learning and teaching materials tailored to students' needs To share the workload of Mathematics teachers	From September 2018 to August 2019	Monthly salary of the full time teacher for the period $\$33,290 \times 1.05 \times 12 \times 2 = \underline{\underline{\$838,908}}$	<ul style="list-style-type: none"> ● Good performance of teaching in Mathematics ● The amount of quality learning /teaching materials tailored to students' needs will be increased ● The frequency of students taking part in the 	Performance appraisal on the teacher Development of teaching materials for Mathematics Feedback from teachers and students on the performance of the teacher	Mr. TANG Kwong-ye

						Mathematics related activities		
Curriculum development (Liberal Studies)	To assist teachers and the LS panel in the preparation of teaching materials for the teaching of LS and logistics work in the organization of learning-related programmes and activities	<u>To employ 1 contract teaching assistant</u> in: 1) developing teaching materials, exercises, etc. 2) conducting out-of-school activities, field trips, after-school tutorials, etc. 3) performing non-teaching duties, e.g. logistics, data entry and analysis, etc. 4) developing a resource bank for NSS Liberal Studies	1) To help share the workload of LS teachers 2) To help develop resource bank for NSS Liberal Studies	From September 2018 to August 2019 initially and to be extended if situation warrants	Monthly salary of the full time teaching assistant for the period $\$15,000 \times 1.05 \times 12$ MONTHS = <u>\\$189,000</u>	<ul style="list-style-type: none"> ● Percentage of teachers whose workload will be relieved ● Increased amount of quality learning /teaching materials tailored to students' needs ● Increased amount of resources in the resource bank 	1) Performance appraisal on the full time teaching assistant 2) Development of teaching materials for Liberal Studies 3) Feedback from teachers on the performance of the teaching-assistant	Mr. YAU Chi-leung
Curriculum development (English Language)	To run various English language-related activities To strengthen the planning and implementation of the curriculum. To provide more space for teachers by assisting in performing non-	<u>To employ 1 English teaching assistant</u> : 1) To assist English language teachers run language-related activities. 2) To strengthen the collaboration of	English language teachers can focus on lesson preparation with the assistance of the English Teaching Assistant; Non-academic workload of teachers can be shared	From September 2018 to August 2019; 12 months initially and to be extended if situation warrants.	Monthly salary of one Contract English Teaching Assistant : $\$17,000 \times 1.05 \times 12$ = <u>\\$214,200</u>	<ul style="list-style-type: none"> ● Students' interest in English language will be aroused. ● The workload of English language teachers will be reduced. 	1) Performance appraisal on the full time teaching assistant 2) Development of teaching materials for English Language 3) Feedback from teachers on the	Mr. YAU Chi-leung

	teaching duties	the English teachers in the design of the curriculum. 3) To assist in other school duties concerning learning and teaching					performance of the teaching-assistant	
Teaching Assistant (Activities)	To employ one teaching assistant to assist the activity master to handle the logistics in activities	<u>To employ 1 contract teaching assistant</u> in: 1) liaises with other parties in the arrangement of activities, etc. 2) conducting out-of-school activities, field trips, after-school tutorials, etc. 3) performing non-teaching duties, e.g. logistics, data entry and analysis, etc. 4) developing a resource bank for activities	3) To help share the workload of teachers 4) To help develop resource bank for activities	From September 2018 to August 2019 initially and to be extended if situation warrants	Monthly salary of the full time teaching assistant for the period $\$15,000 \times 1.05 \times 12$ MONTHS = <u>\\$189,000</u>	<ul style="list-style-type: none"> ● Percentage of teachers whose workload will be relieved ● Increased amount of quality activities tailored to students' needs ● Increased amount of resources in the resource bank 	1) Performance appraisal on the full time teaching assistant 2) Development of quality activities for students 3) Feedback from teachers on the performance of the teaching-assistant	Mr. WONG Wing-yip

Proposed by: _____

Yau Chi Leung (Vice Principal & Academic Master)

Date: 15-7-2018