

## Plan on the Use of Capacity Enhancement Grant (CEG) 2024-2025

Capacity Enhancement Grant (CEG): \$676,944 (2024/25) -- A recurrent provision

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 meeting

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 (English)	<ol style="list-style-type: none"> <li>1) To provide support for the English Panel</li> <li>2) To conduct co-curricular activities related to English language learning and teaching</li> <li>3) To provide English-language support and practice to students</li> </ol>	<p>To employ one English teaching assistant and CNET to:</p> <ol style="list-style-type: none"> <li>1) create space for English teachers to prepare for the small class teaching in English</li> <li>2) contribute to school-based English language curriculum development</li> <li>3) develop teaching materials for English department</li> </ol>	<p>All English teachers' workload can be alleviated in the following ways:</p> <ol style="list-style-type: none"> <li>1) specializing in the teaching of the English Subject</li> <li>2) having more room for individual guidance</li> </ol>	<p>From September 2024 to August 2025 – 12 months initially and to be extended if situation warrants</p>	<p>Salary of the English teaching assistant for the period:  <math>\\$19,000 \times 1.05 \times 12 = \underline{\\$239,400}</math></p>	<ul style="list-style-type: none"> <li>● Enhanced the quality of learning/teaching materials tailored to students' need</li> <li>● Lightened the non-teaching workload of teachers</li> </ul>	<ol style="list-style-type: none"> <li>1) Performance appraisal on teaching assistant</li> <li>2) Feedback from teachers, students on the performance of the teacher</li> <li>3) Development of teaching materials for English</li> </ol>	Ms. MOK Hiu-nam
Curriculum development (STEAM)	<ol style="list-style-type: none"> <li>1) To provide support for the Design and Technology Panel</li> <li>2) To conduct co-curricular activities related to STEAM and AI Gifted Education</li> <li>3) To provide STEAM support and practice to students</li> <li>4) To provide more space for teachers by assisting in performing non-teaching duties</li> </ol>	<p>To employ one teaching assistant to:</p> <ol style="list-style-type: none"> <li>1) assist teachers in preparing the materials related to STEAM Education</li> <li>2) plan and conduct co-curricular activities</li> <li>3) provide support to Design and Technology Panel and AI Gifted Education</li> </ol>	<p>The workload of teachers can be alleviated in the following ways:</p> <ol style="list-style-type: none"> <li>1) assisting with administrative duties and co-curricular activities to free up valuable time for teachers to focus on their teaching responsibilities</li> </ol>	<p>From September 2024 to August 2025 – 12 months initially and to be extended if situation warrants</p>	<p>Monthly salary of the teaching assistant for the period  <math>\\$21,000 \times 1.05 \times 12 = \underline{\\$264,600}</math></p>	<ul style="list-style-type: none"> <li>● Supported teachers by providing assistance with non-teaching responsibilities, enabling them to focus on their core teaching duties</li> </ul>	<ol style="list-style-type: none"> <li>1) Performance appraisal on teaching assistant</li> <li>2) Feedback from teachers, students on the performance of the teacher</li> <li>3) Preparation of documents or materials for the Student Development Committee</li> </ol>	Ms. AU Ka-kei

Proposed by: Ms. CHAU Ho-wai (Principal)