

Sing Yin Secondary School

Plan for the Use of CEG and ESSCSG 14-15

Introduction

A recurrent CEG grant of about \$550,000 and ESSCSG grant of about \$730,000 are expected for enhancing teachers' capacity in the coming school year. After running similar plans for thirteen years, we found the following plan most fruitful.

1. Identification of Needs

- 1.1. Non-teaching duties - teachers often find works such as entering test/examination scores, completing student record and report cards both tedious and time consuming. These works can easily be done by clerical staff, thus allowing teachers to better spend their time on their teaching duties.
- 1.2. Staff professional development - apart from their normal duties, teachers are expected to improve themselves by attending seminars, workshops, and certificate courses. The attendance of seminars/workshops during school hours requires substitution by other teachers, taking up their 'free periods' which are actually used for marking homework or lesson preparation. This substitution duty could be taken over by a teacher assistant, relieving teachers to perform their normal duties.
- 1.3. Oral Practices – Both English and Chinese have incorporated oral examinations. Students need more time for individual tutored practice. A teacher teaching a class of 40 cannot spend much time on individual students. Teaching assistants can help both in normal lessons and after school to provide tutored practices.
- 1.4. Help for less motivated students – Some students lack the motivation to do homework. Teaching Assistants can help to look after them to complete their homework after school. They can even help to answer some of their questions.
- 1.5. Helping students to learn how to learn – For many years, we have offered study skill courses for our students. Because of limited human resources, we can only offer them for a small percentage of our students. With the help of teaching assistants, we can offer all our F3 students the chance to learn study skill after school or during holidays.
- 1.6. Challenge Programs – Sing Yin has been offering a challenge program for students for a number of years. It involves a substantial amount of information dissemination and record keeping. Teaching assistants can help ease the extra workload on teachers.
- 1.7. Formation of Catholic Students - as a Catholic school, one of our missions is to help our Catholic students grow in faith and put it in practice. Catholic lessons, morning masses and other religious activities are organized by Catholic teachers. The employment of a part time assistant to help in pastoral work will cut down Catholic teachers' workload.
- 1.8. Coping with the NSS curriculum – The new curriculum places more emphasis on languages and teachers have to cope with wider learner diversity. We need to employ

more teachers to help.

2. Implementation Plan

The recurrent grant will be used to employ two full-time and one part-time teacher assistants to assist teachers to carry out their non-teaching duties and to help run programmes for students. The additional grant will be used to employ three full-time teachers to reduce the teaching loads of teachers so they have more time to prepare for the new curricula in the new senior secondary education framework.

- 2.1 First Teacher Assistant (full-time) – Being good at Chinese, this TA should be able to help teachers to conduct Chinese Oral Practices. Other duties include clerical duties, teacher support duties, running of study skill courses and challenge programs.
- 2.2 Second Teacher Assistant (full-time) – Being good at English, this TA should be able to help teachers to run supplementary English programs for students. Other duties include clerical duties, teacher support duties, running of study skill courses and challenge programs.
- 2.3 Pastoral Care / General Duties Assistant (part-time) - With experience in pastoral care and organizing activities for Catholic student formation, this TA can assist teachers in Catholic lessons and functions, general office work and student supervision
- 2.4 One English Teacher (full-time) - This teacher will help lessen the teaching load of English and humanities teachers.
- 2.5 One Chinese Teacher (full-time) - This teacher will help lessen the teaching load of Chinese and humanities teachers.
- 2.6 One Liberal Studies Teacher (full-time) - This teacher will help lessen the teaching load of Liberal Studies teachers.

3. Evaluation

- 3.1 Record of lessons substituted by the TAs to relieve teachers for other works.
- 3.2 Record of clerical work done by TAs which reflects on the lessening of clerical duties.
- 3.3 Record of teacher support work done by TAs, including oral practices.
- 3.4 Questionnaire survey on study skill courses which measure the students' perception on study skill courses.
- 3.5 Record of average teaching load for teachers.

4. Budget

Because of the demand on the Teacher-Assistants, we plan to employ two associate degree holders and one F5 graduate. As for the teachers, we plan to employ recent graduates with a degree relevant to the subjects taught. Related expenses are shown below.

4.1	Salary and MPF for two Teacher-Assistants	
	Salary	HK\$ 2 x 12,000 per month
	Gratuity	HK\$ 2 x 6,000 on satisfactory completion of one year of contract
	MPF	HK\$ 2 x 600 per month
	Total	HK\$ 314,400 per annum
4.2	Salary and MPF for Pastoral-care Assistant (Part-time)	
	Salary	HK\$ 8,500 per month
	MPF	HK\$ 425 per month
	Total	HK\$ 107,100 per annum
4.3	Salary and MPF for All Three Teachers *	
	Salary	HK\$ 3 x 25,000 per month
	MPF	HK\$ 3 x 1,250 per month
	Total	HK\$ 945,000 per annum
	Grand Total:	HK\$1,366,500 per annum

The grand total is slightly more than the total of the CEG at \$550,000 and ESSCSG at \$730,000. The shortfall will be covered by the EOEBG.

* If the employed person's qualification is not the same as the required qualification, the total may be different from that shown.

Kwok But
Principal

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