

**Use of
Capacity Enhancement Grant
2019/ 2020**

Programme Plan

on

Employment of an additional teacher and a teaching assistant

Programme Plan under Capacity Enhancement Grant (2019/2020)

School : Queen Elizabeth School

Time Scale	Strategies/ Tasks	Objectives	Procedures	Success Criteria	Evaluation Method	People responsible	Resources required
Sept. 2019 to Aug. 2020	To employ a temporary graduate teacher	To relieve the workload of teachers for the enhancement of learning and teaching, catering for learners' diversity, especially in assessment and the implementation of Senior Secondary Curriculum.	<ol style="list-style-type: none"> 1. Employ a temporary graduate teacher. 2. Assign teaching and non-teaching duties to the teacher employed. 3. Monitor closely the work of the temporary teacher by HOD and Junior Form Coordinator concerned 	<p>Successful if:</p> <ul style="list-style-type: none"> • The workload of the teachers is reduced so that they have more room for the enhancement of learning and teaching, catering for learners' diversity, especially in the assessment and the implementation of the Senior Secondary Curriculum. 	<ul style="list-style-type: none"> • Lesson Observation • Exercise books Inspection • Feedback from teachers 	HOD and Junior Form Coordinator	<p>Monthly Salary: \$33,290 & Monthly MPF: \$1,664.5</p> <p>Annual Salary = (\$33,290 + \$1,664.5) x12 = \$419,454</p>
Sept. 2019 to Aug. 2020	To employ 3 teaching assistants	To assist in implementing of various programmes of subjects department and functional units	<ol style="list-style-type: none"> 1. To assist teachers in implementing the planned programmes 2. To give support to teachers in handling the work involved in preparing for the learning and teaching materials 3. To reduce the workload of teachers 	<p>Successful if:</p> <ul style="list-style-type: none"> • More students take part in various activities. • 75% of teachers agree that the TA can provide support for preparing learning & teaching materials. 	<ul style="list-style-type: none"> • Assessment of students' participation & performance in various programme • Feedback from teachers 	HOD and Junior Form Coordinator	<p>Monthly Salary: \$16,245 & Monthly MPF: \$812</p> <p>Annual Salary = (\$16,245 + \$812) x12 x3 = \$614,052</p>