

NLSI Lui Kwok Pat Fong College
Report on Use of Capacity Enhancement Grant in 2023/2024 School Year

Item	Details	Time Frame	Evaluation Criteria (Indicator)	Evaluation & Suggestions
<p>To relieve teachers' workload so that teachers can concentrate on:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> curriculum development <input type="checkbox"/> enhancing students' language proficiency <input checked="" type="checkbox"/> coping with the learning needs of students <input checked="" type="checkbox"/> others (please specify) <u>integration of information technology in teaching.</u> 	<p>To employ two teaching assistants</p> <ul style="list-style-type: none"> • to alleviate administrative work of teachers, especially subjects related to I.T. and STEAM as well as non-language subjects and collaborate in preparing teaching materials and learning activities. • to help students with diversified learning needs in subjects related to I.T. and STEAM, as well as other subjects. 	<p>From September 2023 to August 2024</p>	<p>Teaching staff agreed relevant strategies have:</p> <ul style="list-style-type: none"> • facilitated better arrangements in the organization of learning activities • enhanced capacity of teachers to concentrate on preparing teaching materials and enhancing their teaching effectiveness. 	<p>The STEM and I.T. teaching assistant plays a crucial role in alleviating teachers' burdens by aiding in administrative tasks related to STEM and I.T. initiatives, including the STEM Fair. He assists in preparing equipment and materials for science experiments during lessons. Additionally, he offers support to students in Computer Literacy and Information and Communication Technology classes. Furthermore, he contributes to the upkeep and operation of computers and other equipment within the academic setting.</p> <p>The teaching assistant for non-language subjects plays a pivotal role in lightening teachers' responsibilities across multiple areas. This includes preparing teaching and learning materials, managing administrative tasks like activity material preparation, minute-taking, script scanning, inventory management, board decoration, and invigilation duties.</p>

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