

NLSI Lui Kwok Pat Fong College
Report on Use of Capacity Enhancement Grant in 2024/2025 School Year

Item	Details	Time Frame	Evaluation Criteria (Indicator)	Evaluation & Suggestions
To relieve teachers' workload so that teachers can concentrate on: ☒ curriculum development ☐ enhancing students' language proficiency ☒ coping with the learning needs of students ☒ others (please specify) <u>integration of information technology in teaching.</u>	To employ two teaching assistants • to alleviate administrative work of teachers, especially subjects related to technology education 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 technology education, as well as other subjects. • to carry out co-teaching in the Computer Literacy lessons. • to support broadcasting operations.	From September 2024 to August 2025	Teaching staff agreed relevant strategies have: • facilitated better arrangements in the organization of learning activities • enhanced capacity of teachers to concentrate on preparing teaching materials and enhancing their teaching effectiveness.	The teaching assistant / teacher (technology education) plays a vital role in easing teachers' workloads by supporting STEAM and IT initiatives, including the STEAM Fair. He helps prepare equipment and materials for science experiments, teaches Computer Literacy, and assists students in ICT classes. He also maintains and operates computers and related equipment across the school. Additionally, he supports the audio systems in the school hall and throughout the campus. The teaching assistant for non-language subjects plays a pivotal role in easing teachers' workloads across various domains. Responsibilities include preparing instructional materials and handling administrative tasks such as organizing activity resources, taking minutes, scanning scripts, managing inventory, decorating boards, and assisting with invigilation duties.

Item	Details	Time Frame	Evaluation Criteria (Indicator)	Evaluation & Suggestions
To relieve teachers' workload so that teachers can concentrate on: ☒ curriculum development ☒ enhancing students' language proficiency ☒ coping with the learning needs of students ☐ others (please specify) _____	To employ one teaching assistant • to alleviate administrative work of teachers, especially English, who can collaborate in preparing teaching materials and learning activities • to alleviate English teachers for collaboration work in enhancing students' language proficiency and catering diversified learning needs • to implement the teaching plans and learning activities, revise learning materials and evaluate the learning process and outcomes. • to deliver the guided learning period of the senior form students.	From September 2024 to January 2025	Teaching staff agreed relevant strategies have: • facilitated better arrangements in the organization of learning activities • enhanced capacity of teachers to concentrate on curriculum development and enhancement of learning and teaching.	The English Teaching Assistant / Teacher has been instrumental in supporting the English Panel across a wide range of responsibilities. Her role includes assisting teachers in organizing instructional resources and managing administrative tasks such as data entry, minute-taking, script scanning, video recording, and photography. Her contributions significantly ease the paperwork burden and streamline activity coordination, enabling educators to focus more effectively on students' learning needs. Additionally, she leads Guided Learning Periods, providing targeted exercises and instruction to small groups of students.