

**NLSI Lui Kwok Pat Fong College**

**Report on Use of Capacity Enhancement Grant in 2020/2021 School Year**

Task Area	Major Area(s) of Concern	Strategies/Tasks	Time Scale	Success Criteria	Evaluation & Suggestions	Teacher-in-charge
To relieve teachers' workload so that teachers can concentrate on curriculum development and learning activities.	To help students with diversified learning needs in subjects of Chinese, science and liberal studies.	To employ three teaching assistants to alleviate administrative work of teachers, especially Chinese, integrated science /STEM and liberal studies teachers' who can collaborate in preparing teaching materials and learning activities.	From September 2020 onward for eleven months.	Teachers can find more room in preparing teaching materials and enhancing their teaching effectiveness.	<p>The Chinese Teaching Assistant has provided effective assistance to the Chinese panel in various aspects, including the preparation of teaching and learning materials and administrative duties.</p> <p>First, he is responsible for some GLP (Guided Lesson Periods) for senior form students, in which he helps students revise and develop integrated skills. He provides extra exercises and tutorials to students in small groups. Second, he helps teachers to plan learning activities, make records, preparing materials, videotaping and photo-taking. Third, he is the editor of the Students' Writing Collection. Finally, he is responsible for taking minutes in the "collaborative lesson preparation".</p> <p>His help is of great significance in the Chinese subject-based activities and competitions. It has also lessened the workload of the panel and has been of great support to all Chinese teachers.</p>	WOF

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To relieve teachers' workload so that teachers can concentrate on curriculum development and learning activities.	To help students with diversified learning needs in subjects of Chinese, science and liberal studies.	To employ three teaching assistants to alleviate administrative work of teachers, especially Chinese, integrated science /STEM and liberal studies teachers' who can collaborate in preparing teaching materials and learning activities.	From September 2020 onward for eleven months.	Teachers can find more room in preparing teaching materials and enhancing their teaching effectiveness.	The Liberal Studies Teaching Assistant has provided effective assistance to the Liberal Studies Panel in various aspects, including the preparation of teaching and learning materials and administrative duties. She is responsible for S5 Guided Lesson Period. She provides supplementary exercises and instructions to students in small groups. Her help is of great significant importance, especially in School-based Support Services.	CHL
					There was loads of administrative work for STEM activities. The teaching assistant could relieve teachers' workload. Also, the teaching assistant was able to provide his professional knowledge to help students with STEM-related enquiry.	WLS

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To relieve teachers' workload so that teachers can concentrate on coping with the learning needs of students.	To implement the teaching plans and learning activities, revise learning materials and evaluate the learning process and outcomes.	To employ a contract 0.7GM English teacher in catering a diversified learning needs.	From September 2020 onward for six months	Enhanced capacity of teachers to concentrate on catering learning needs	<p>The 0.7 GM English teacher has provided effective assistance to the English Panel in various aspects, including helping teachers filing teaching and learning materials and administrative duties like data entry, faxing, taking minutes, videotaping, and photo-taking. His help is of great significance in assisting teachers' paperwork and organizing activities that help teachers focus on the learning needs of students.</p> <p>He is responsible for some GLP (Guided Lesson Period) with senior form students. He provides extra exercises and instructions to students in small groups. He also helps in instructing the after-school remedial class and identifies the learning needs of individual students.</p>	LKYa