

JOCKEY CLUB GOVERNMENT SECONDARY SCHOOL

Plan on Use of Capacity Enhancement Grant

School Year: 2014 - 2015

Task Area	Major Areas of Concern	Implementation Plan	Benefits Anticipated	Resources Required	Performance Indicators	Assessment Mechanism	Person in charge	Implementation Schedule
Reduction of teachers' non-teaching workload	To create capacity for teachers so that they have more time for the caring of their students	1. Employment of one Administrative Assistant (Duties include: preparing for meetings, taking minutes, preparing administrative documents etc.)	Teachers can have more time to take care of their students	Salary \$21,113 x 12 =\$253,356 Gratuity =\$25,336 Total = <u>\$278,692</u>	At least 65% of teachers agree that they can have more time to care for their students	Survey to be conducted in late June, 2014	Assistant Principals	Sept., 2014 to Aug., 2015
		2. Employment of one Teaching Assistant to support Chinese Department (Duties include: production of teaching materials, running enrichment/enhancement classes, etc.)		Salary \$14,520 x 12 = <u>\$174,240</u>			Chinese HOD	

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		3. Top up salary for Mathematics Teaching Assistant (Duties include: production of teaching materials, running enrichment/enhancement classes, etc.)		Salary $\$14,520 \times 3$ = <u>\\$43,560</u> (Salary of 9 months to be paid from SSCSG)			Maths HOD	
			Total	\\$496,492				