

JOCKEY CLUB GOVERNMENT SECONDARY SCHOOL

Plan on Use of Capacity Enhancement Grant

School Year: 2015-2016

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 + MPF \$22,111 x 12 =\$265,328 Gratuity =\$25,269 Total = <u>\$290,597</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, 2016	Assistant Principals	Sept., 2015 to Aug., 2016
		2. Employment of one Teaching Assistant to support Chinese (Duties include: production of teaching materials, running enrichment / enhancement classes, etc.)		Salary + MPF \$15,203 x 12 = <u>\$182,442</u>			Chinese HOD	
		3. Employment of one Teaching Assistant to support Discipline Team and Healthy School Programme. (Duties include: Manage students' discipline records and handle logistics matters in Healthy School Programme, etc.)		Salary + MPF \$15,203 x 7 = <u>\$106,421</u> (Salary of 5 months to be paid from Healthy School Programme)			Maths HOD	
			Total	\$579,460*				

* There will be a deficit of \$22,312 which can be covered by funds on Other Educational Purpose.