

**Jockey Club Government Secondary School**  
**Budget Plan -Use of Capacity Enhancement Grant (CEG) (School Year 2026-2027)**

<b>Task Area</b>	<b>Major Areas of Concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated</b>	<b>Resources Required</b>	<b>Performance Indicators</b>	<b>Evaluation Mechanism</b>	<b>Person in charge</b>	<b>Implementation Schedule</b>
Reduction of teachers' non-teaching workload	To create capacity for teachers so that they have more time to take care of students	Employment of <u>one Administrative Assistant</u> (Duties include: preparation of minutes and school documents, assisting in school administrative work etc.)	Teachers can have more time to take care of students	Salary & MPF & 10% Gratuity \$27,475 x 1.04 x 1.05 x 12 months + \$17,144 = \$377,177	At least 75% of teachers agree that they can have more time to care for their students	Observations and surveys	Assistant Principals	September 2026 to August 2027
		Employment of <u>one Teaching Assistant to support Functional Teams</u> (Duties include: administration of activities of Value Education, Life-planning and ECA, etc.		Salary & MPF \$18,895 x 1.04 x 1.05 x 12 months = \$247,600			Value Ed. i/c	
			<b>TOTAL:</b>	<b>\$624,777</b>				