

Appendix 1 Plan on Use of Capacity Enhancement Grant

School : Shun Lee Catholic Secondary School

Year : 2021/22

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resource Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Self-evaluation and Planning of Subjects and Committees	Meeting the needs of self-evaluation and planning	To employ 12 part-time invigilators to take up some invigilation duties of teachers	Teachers can spare more time for self-evaluation and planning for new academic year	Evaluation and development meetings can be arranged in Final Examination period	Salary of part-time invigilators \$30,000	✧ Punctuality of the self-evaluation reports and programme plans ✧ Quality of the self-evaluation reports and programme plans	Questionnaires to teachers to assess their workload on evaluation and planning	Mui HY
Enhancing students' religious and spiritual development	Enriching students' religious experiences	To employ a part-time pastoral care worker to organize religious activities	Students will have more exposure to different religious and spiritual activities	Religious and spiritual activities will be arranged after-school and during school assemblies	Salary & MPF of pastoral care worker: \$130,000	✧ Active participation of students in religious and spiritual activities	Students' development in affective domain in APASO	Leung CY
Enhancing the administration work of English Language and Mathematics	Providing support to Department of English Language and Department of Mathematics	To employ 2 teaching assistants to take up the administration and clerical work and provide enrichment lessons for senior secondary students who drop elective subjects	Teachers can receive sufficient clerical and teaching support Senior secondary students can receive learning support in their core subjects	1 teaching assistant will be employed respectively for English Language and Mathematics throughout the academic year	Salary & MPF of the teaching assistant: \$500,000	✧ Reduction in time spent on clerical and administration duties	Teacher workload survey	Wong LY
Enhancing students' academic performance	Providing learning support to low achievers	To employ tutors to provide after-school learning support for S1-S3 students	Students can have more academic support	6 tutors will be employed to provide after-school small group tutorials	Salary of tutors: \$20,000	✧ Students show progress in academic performance	Test and Exam results and teachers' observation	Wong LY

TOTAL = \$680,000