

Appendix I Plan on Use of Capacity Enhancement Grant

School : Shun Lee Catholic Secondary School

Year : 2023/24

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 \$40,000	<ul style="list-style-type: none"> ✧ 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 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: \$241,000	<ul style="list-style-type: none"> ✧ Active participation of students in religious and spiritual activities 	Students' development in affective domain in APASO	Leung CY

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Enhancing students' personal development	Organizing activities geared for students' personal growth	To employ a student development assistant to organize student activities	Students will have more activities nurturing their personal growth	Activities geared for students' personal growth will be arranged after-school and during school assemblies	Part of the salary & MPF of student development assistant: \$105,000	✧ Active participation of students in personal growth activities	Students' development in affective domain in APASO	Koong TM
Enhancing the administration work of Department of Mathematics	Providing support to Department of Mathematics	To employ a teaching assistant 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 support for curriculum enhancement. Senior secondary students can receive learning support in their core subjects.	1 teaching assistant will be employed for Mathematics throughout the academic year	Part of the salary & MPF of the teaching assistant: \$53,000	✧ Reduction in time spent on clerical and administration duties	Teacher workload survey	Wong MC
Supporting the school's implementation of e-learning	Providing technical support to teachers in the e-learning implementation	To employ 2 technical support assistants to provide e-learning support for teachers	Teachers can have more technical support while adopting e-learning strategies.	2 technical support assistants will be employed throughout the academic year	Part of the salary & MPF of the technical support assistants: \$201,000	✧ Teachers' frequent use of different e-learning strategies	Lesson observation and Stakeholders' Survey	Pau CW

TOTAL = \$640,000