

**ECF Saint Too Canaan College**  
**Plan on Use of Capacity Enhancement Grant in 2019/2020 School Year**

Name of school : ECF Saint Too Canaan College

Means by which teachers have been consulted : As an agenda item in our Staff Meeting. After a detailed discussion, teachers agreed to recruit Teaching Assistants to relieve their non-teaching workload.

No. of operating classes : 24

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated (e.g. in what way teachers' workload is relieved)	Time Scale	Resources Required	Success Criteria	Method of Evaluation	People Responsible
Relieve teachers' administrative workload.	Teachers are responsible for lots of administrative and clerical duties which can be shared by supporting staff.	To recruit 3 Teaching Assistants to share some of the administrative duties of teachers, including lesson substitution, exam invigilation, preparing teaching materials and arranging SBA activities, etc.	<ul style="list-style-type: none"> <li>- The Teaching Assistants can take up some of the administrative and clerical duties in the staff room operation.</li> <li>- The teachers can save more time to prepare lessons and teach students after school.</li> </ul>	From September 2019 to August 2020	3 Teaching Assistants (HK\$695,600 = Salary & MPF)	<ul style="list-style-type: none"> <li>- Teachers agree that their administrative workload is shared and relieved.</li> <li>- The administrative work can be organized and coordinated in a systematic way.</li> </ul>	Questionnaire and statistics	Ms. Chan Wing Sze (Executive Officer)

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