

**ECF Saint Too Canaan College**  
**2020-21 Capacity Enhancement Grant Report**

1. Aims:

In order to relieve teachers' workload, 3 teaching assistants (TAs) are employed with the use of the Capacity Enhancement Grant in 2020-21.

2. Major duties of TAs

- 2.1 KLA administrative work (lesson material preparation, KLA activity coordination, taking KLA meeting minutes, etc)
- 2.2 Administrative and clerical support (taking meeting minutes, statistical analysis for surveys, administrative work for the Learning & Teaching Department and Student Development Department, etc)
- 2.3 Lesson substitution (Total no. of substitution periods: Around 150 periods) [Due to class suspension, fewer lesson substitution was required]
- 2.4 Exam Invigilation (Total no. of invigilation hours: Around 185 hours)
- 2.5 Other duties include school patrol, assisting in large-scale school activities (e.g. Speech Day, Sports Day) and external activities (e.g. Speech Festival, inter-school competitions)

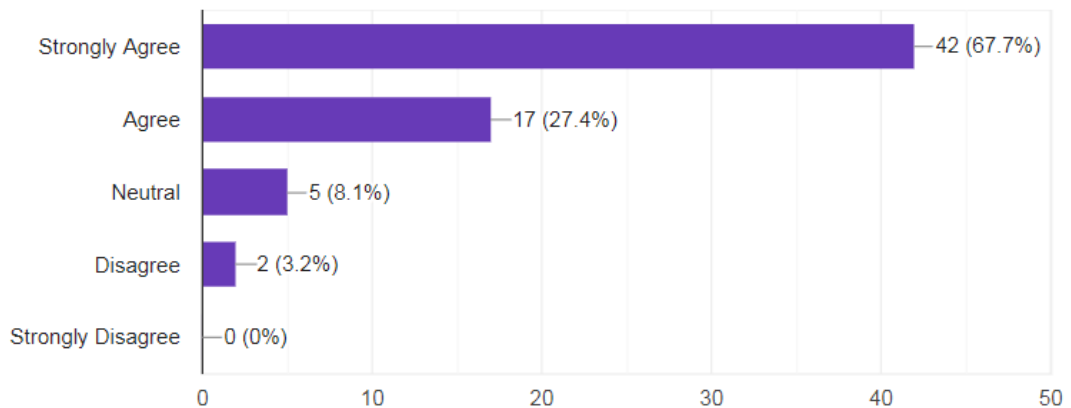
3. Evaluation

According to the statistics, it is found that about 95% respondents show a positive attitude towards the roles of TAs in relieving their workload. A majority of teachers agree that TAs can share their non-teaching duties. The statistics also show that TAs can provide necessary administrative and clerical support for teachers. As such, teachers agree they have more time for lesson preparation. From the figures, all respondents support the school to employ TAs.

1. TAs can share my teaching related duties, e.g. preparation for teaching materials and lesson substitution.

62 responses

4. R



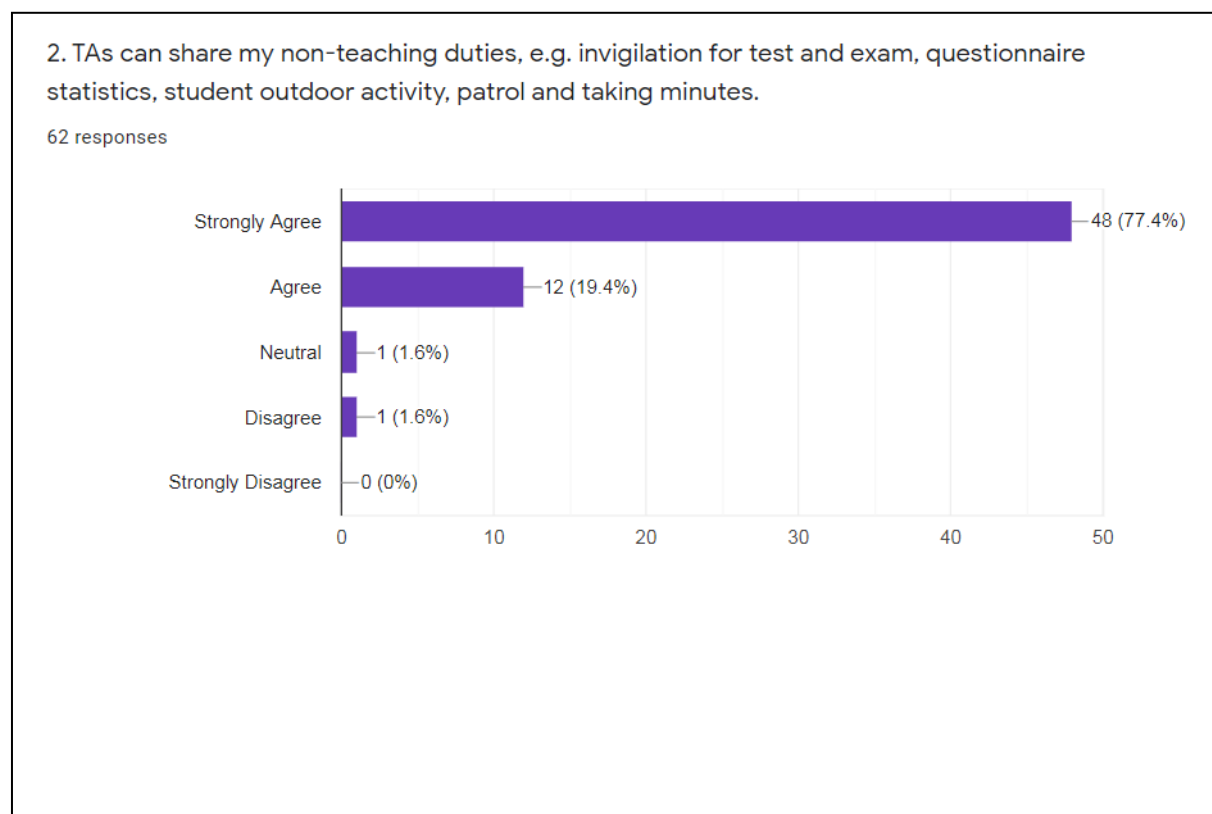
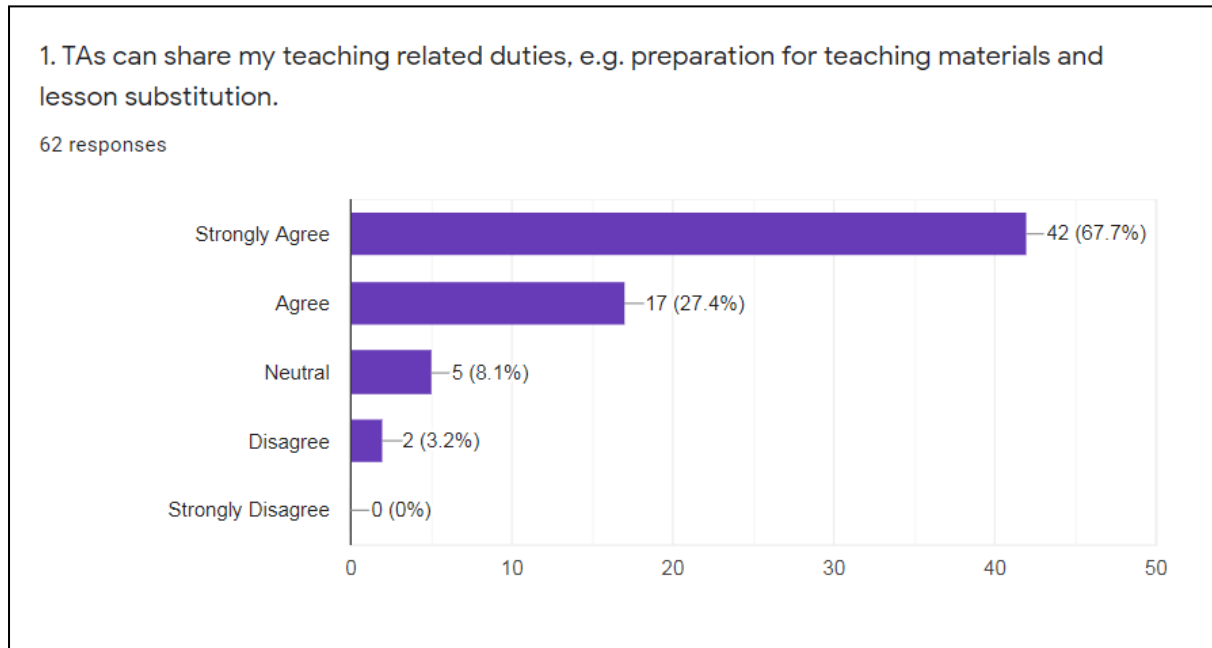
## 5. Questionnaire Result

A questionnaire aims to evaluate the effectiveness of teaching assistants to alleviate teachers' workload is conducted in this school year. The result is as follows:

Target : All teachers

Number of questionnaires distributed : 64

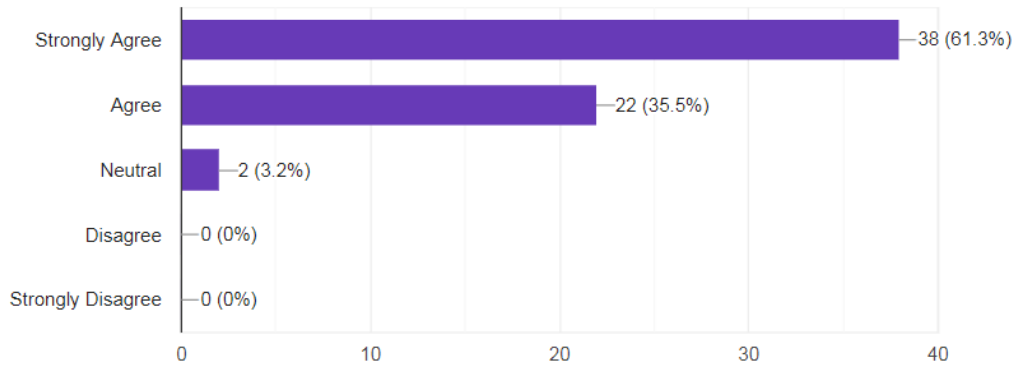
Number of questionnaires collected : 62



### 3. TAs can provide administrative and clerical support for my KLA/functional group.



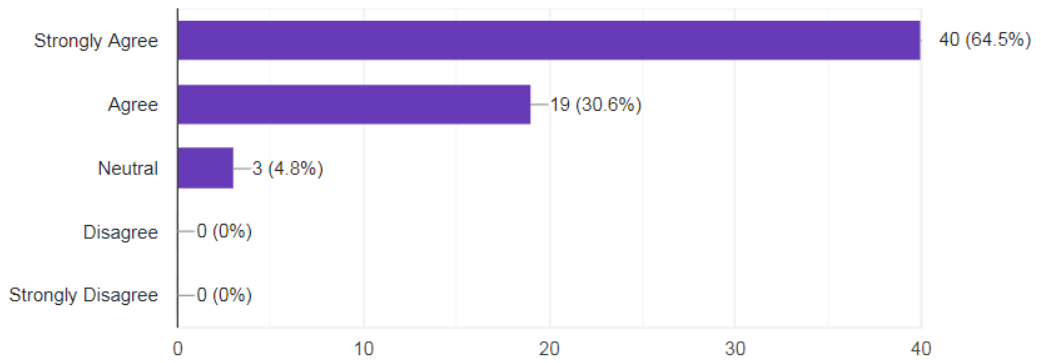
62 responses



### 4. Overall, TAs can relieve my workload.

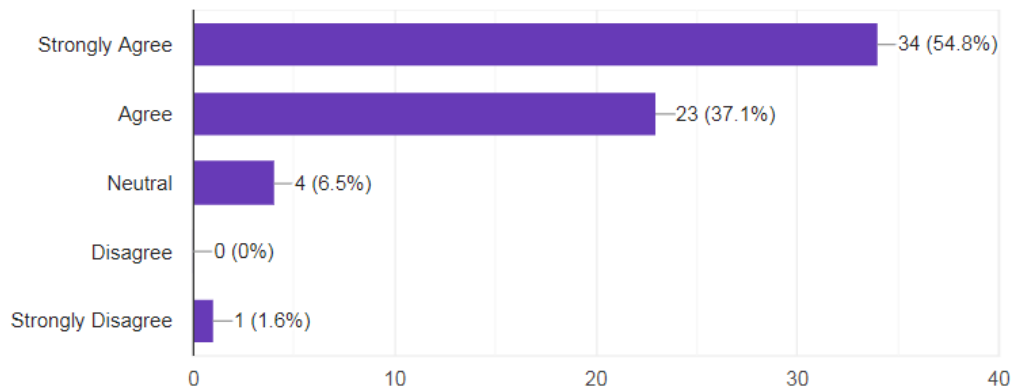


62 responses



5. I can have more time to prepare my lessons.

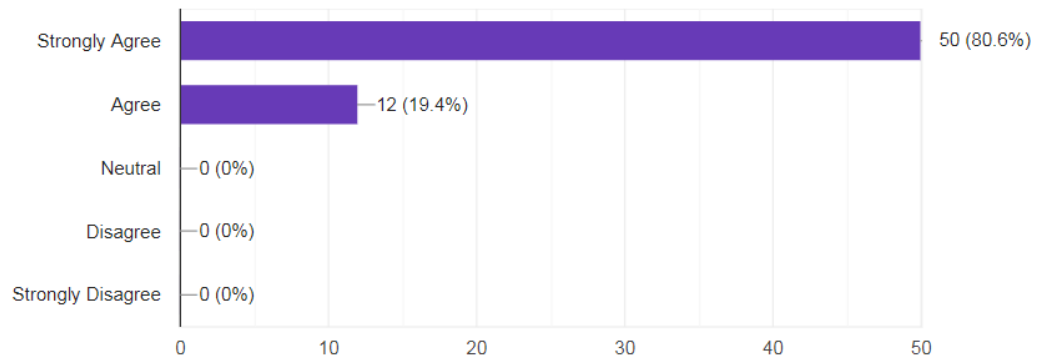
62 responses



56.6%)

6. I agree with the use of Capacity Enhancement Grant to employ teaching assistants for the coming year.

62 responses



Strongly Disagree 0 (0%)

