

**Lam Tai Fai College**  
**2011-2012**

**Report on Use of Capacity Enhancement Grant**

Task / Action	Teacher-in-charge	Evaluation & Suggestions	Income & Expenditure
<p>To recruit 3 teaching assistants to support the Chinese Language, English Language, Mathematics and Technology KLAs so as to allow teachers more time to focus on their teaching</p>	<p>KLA Conveners: Ms Rosita Gatchalian Ms Cham Yuen Mei Mr Tam Ho Lun Mr Tong Kwong Chiu</p>	<ul style="list-style-type: none"> <li>• The English Language teaching assistant mainly helped the English teachers organize English language activities during lunch time, after school and special school occasions to help create an English rich environment for the students. She also assisted in the preparation of teaching materials, implementation of oral assessments and school-based assessments, as well as helped translate school documents such as school notices and circulars and invigilate internal and public examinations.</li> <li>• The Chinese Language teaching assistant mainly helped the Chinese panel with curriculum development and preparation of teaching materials. He also assisted in after school remedial classes and internal and public examinations invigilation.</li> <li>• The Mathematics and IT teaching assistant mainly helped the Mathematics panel with curriculum development, preparation of teaching materials and co-curricular activities. She also co-taught Computer Literacy and Information and Communication Technology with the subject teachers to help cater to learner diversity in the classroom.</li> <li>• 90.9% of the teachers in the Chinese Language, English Language, Mathematics and Technology KLA agreed or strongly agreed that the teaching assistants could help reduce some of their duties while 77.2% agreed or strongly agreed that with the help of the teaching assistants, they had more time to concentrate on their teaching.</li> <li>• However, only 36.4% of the teachers agreed or strongly agreed that they had more time to attend training on curriculum and pedagogy and only 14% of them said that they attained 50 or more CPD hours.</li> </ul>	<p style="text-align: right;">Income (CEG): HK\$ 375,700.00</p> <p style="text-align: right;"><u>Expenditure (Salaries &amp; MPF of TA): HK\$ 422,389.85</u></p> <p style="text-align: right;">*Difference: -HK\$46,689.85</p> <p style="text-align: right;">*borne by school</p>