In 2008-2009, the CEG Grant have been used to employ two Teacher's Assistants (TAs), one Administrative Assistant and one Media Education Officer. The job descriptions are as follows:

<table>
<thead>
<tr>
<th>Task</th>
<th>Objectives</th>
<th>PIC</th>
</tr>
</thead>
</table>
| 1a) Recruit an English Language Teaching Assistant to support English KLA | • To facilitate curriculum development of the English KLA;  
• To assist the English teachers in developing a conducive and authentic English learning environment;  
• To cater for the diverse needs of students especially through providing support to the NET teachers in the teaching Language Arts & Drama activities;  
• To assist in English Enhancement Programme / Oral Practice for S4-S7 students during lunch and/or after-school / activities in the English Room & English Café; and  
• To organise English Remedial Programme and activities for less able students during lunch and/or after-school. | Ms. Gatchalian Rosita |
| 1b) Recruit an IT and Mathematics Teaching Assistant to provide support to the Technology and Mathematics KLA | • To facilitate curriculum development of the Technology and Mathematics KLA;  
• To cater for learners’ diversity;  
• To assist in CL lessons;  
• To coordinate Remedial Mathematics Programme for students for the low achievers by service provider; and  
• To assist IT and Mathematics teachers to organise after school Enhancement Mathematics Programme for students gifted in numeracy skills and Mathematics. | Keung Chi Kin, Eric Tse & Jacky Tam |
| 2) Recruit a Teaching Assistant to provide support to school administration, learning and student support | • To assist in school administration;  
• To support the clerical work related to student support, e.g. discipline and guidance record;  
• To assist in Project Learning;  
• To assist in co-curricular activities and OLE learning activities; and  
• To assist & coordinate in remedial programme by service provider. | Agnes Tang |
3. Media Education Officer

- To maintain the equipment & facilities related to Campus TV;
- To supervise, administer and operate the Campus TV;
- To lead the Campus TV Crew;
- To provide training to members of the Campus TV;
- To produce programmes for the Campus TV;
- To record, edit & produce school video clips, CDs, etc;
- To assist in the maintenance of the school homepage;
- To promote media education in school;
- To organize activities both in and out of school; and
- To encourage students to take part in competitions.

Keung Chi Kin / CYKC

The following staff has been employed by using the CEG Grant (2008-2009) and it was reported that they have to, a large extent, completed the tasks assigned to them.

1. Employment of 2 Teaching Assistants

Teaching assistants were employed to lessen teachers’ workload on the preparation of teaching materials and teaching aids, assist in small class teaching and remedial lessons. They also assumed specific tasks in the following areas:

(a) Curriculum Development
- Development of school-based Curriculum in English Language & Chinese Language, with teaching materials, assessment scheme and cross-curricular learning activities.
- Assisting in organizing cross-KLA projects, namely related to the school yearly theme Inclusive Education, e.g. Christmas celebration (before Christmas holiday) and Chinese New Year Fair (before the Chinese New Year holiday).

(b) Cultivating a Reading Habit
- Assisting in the Morning Reading Scheme by organizing reading programme and activities and preparing reading materials.
- Checking of the reading log book.
- To assist the Librarian and teachers concerned in organizing reading activities, programme & visits.

(c) Coping with the Diverse and Special Learning Needs of Students
- Coordinating remedial programme with the service provider: Students with special learning needs, both high and low achievers, were identified. Tutorial classes were outsourced to external agencies for the Junior Forms. Outsourcing of tutorial services helped to alleviate teachers’ heavy workload. More time can then be devoted to teaching and student development, especially taking care of student individual needs.
- Organizing remedial Mathematics programmes for S4 students during lunch-time so as to bridge the anticipated great learners’ diversity of the new S4 entrants.
2. **Recruitment of an Administrative Assistant**
   An Administrative Assistant was employed to assist in school administration to reduce teachers’ burden administrative and clerical duties and to relieve teachers’ workload in performing non-teaching duties.

3. **Employment of a Media Education Officer**
   In order to make school learning experience more authentic and hands-on, a Media Education Officer was employed. A school wide Campus TV programme has been put in place and school broadcasts were produced. The Media Education Officer was also responsible for the promotion of media education in school and the upkeep of the LS Forum on the school webpage & school intranet as well as the e-class.

**Actual Expenditure**

<table>
<thead>
<tr>
<th>Task</th>
<th>Income (HK$)</th>
<th>Expenditure (HK$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEG Grant 0809 – DSS</td>
<td>$335,068.00</td>
<td></td>
</tr>
<tr>
<td>Balance c/f from the year 2007/2008</td>
<td>$10,643.34</td>
<td></td>
</tr>
<tr>
<td>1. Employment of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ one Administrative Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ one Media Education Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ two Teacher's Assistants (TA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Total salary payment with MPF)</td>
<td></td>
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</tr>
<tr>
<td>Subsidies by School</td>
<td>$178,024.28</td>
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<tr>
<td>Total</td>
<td>$523,735.62</td>
<td>$523,735.62</td>
</tr>
</tbody>
</table>

Prepared by: Miss Tang Wai Chun, Agnes, Deputy Principal

(CEG Chief Coordinator)

Date: 13-10-2009