

CHIU LUT SAU MEMORIAL SECONDARY SCHOOL

2024-2025

Evaluation of Use of Capacity Enhancement Grant

Enhancing Learning and Teaching of CS & PSHE, Mathematics & Science and providing support for CLP, ECA & STEAM Education.

Objectives

To relieve the workload of and providing support to **CS & PSHE, Mathematics & Science, CLP, ECA & STEAM** teachers so that they can focus on enhancing the effectiveness of the learning and teaching strategies.

Expenditure

\$661,098.44 (including MPF)

Areas of Success

With the employment of three teaching assistants, the following has been achieved:

1. For CS & PSHE Departments:

- 1.1 The teaching assistant played a vital role in reducing teachers' workload in non-classroom teaching aspects by handling key administrative tasks. These included clerical support such as preparing teaching and learning materials (e.g., DSE past papers with learning tasks and exemplars), scanning test and examination papers for record-keeping, typing handouts and exercises, and designing artwork for display boards. Her contributions allowed teachers to focus more on lesson planning and student engagement.
- 1.2 By assisting in the analysis of test and examination results, the teaching assistant supported a data-driven approach to evaluating students' academic performance, helping teachers identify students' learning needs and adjust instruction accordingly.
- 1.3 The teaching assistant promptly prepared minutes of CS & PSHE meetings. Her efficiency in record-keeping provided teachers with reliable resources to monitor student progress and maintain continuity in academic planning.
- 1.4 She also supported the stocktaking of departmental equipment and books. Reference materials were properly coded and stored in the department's resource centre.
- 1.5 The teaching assistant helped organizing CS & PSHE-related activities. She prepared documents and gifts, took photos and videos, and assisted with event logistics. These efforts enriched the learning experience and helped enhance students' interest and participation in various activities and competitions.

2. For Mathematics & Science Departments:

- 1.1 The teaching assistant helped maintain records of documents and mark sheets. She also helped prepare minutes of Mathematics & Science panel meetings which supported effective departmental communication and documentation.

- 1.2 Teachers' workload was significantly reduced through the TA's assistance in preparing various instructional materials. This included printing teaching resources, scanning examination papers and past papers, and preparing reading articles for student use.
- 1.3 Examination results were systematically analyzed by the teaching assistant, providing valuable data to refine and enhance the quality of learning and teaching materials.
- 1.4 The TA provided essential support in inventory management, including record keeping, stocktaking, filing, inputting student information, collating materials, typing notes, and maintaining equipment and teaching tools—ensuring smooth operational efficiency within the departments.
- 1.5 To support student learning, the teaching assistant organized relevant learning materials that teachers could distribute via email, helping to meet diverse student needs and promote independent study.

3. For CLP, ECA & STEAM Education Teams:

- 3.1 The teaching assistant played a key role in easing teachers' workload by facilitating the implementation of CLP, ECA, and STEAM Education activities, as well as supporting various school functions.
- 3.2 She provided comprehensive assistance in preparation and routine tasks, including arranging CLP activities, managing student applications for applied learning programs, and coordinating student applications to various universities. She also supported career and life planning initiatives, collected OEA (Other Experiences and Achievements) records, and compiled statistics on JUPAS results and Multiple Pathways of S.6 students.
- 3.3 The TA contributed to the smooth operation of ECA activities by handling student registration data entry, coordinating events, accompanying students on visits and outings, and managing logistics such as coach bookings and quotation invitations. She also assisted in preparing the LWL Grant proposal and report.
- 3.4 In support of STEAM education, the teaching assistant helped with the preparation and routine work for proposed curricula and student project-based learning activities. She invited quotations and assisted in organizing hands-on STEAM workshops, including RoboMaster, 3D Printing, Laser-cutting, and Unity Programming, enriching students' exposure to innovative technologies.

Areas of Concern

1. CS & PSHE Departments

- 1.1 CS & PSHE teachers face a substantial workload, particularly in preparing for the newly introduced junior form subject Citizenship, Economics and Society, as well as organizing the Mainland study tour. These initiatives require extensive documentation and preparation. To allow teachers to manage these demands and align with evolving educational trends, the

continued support of teaching assistants is essential for enhancing teaching and learning effectiveness.

- 1.2 Increasing learner diversity has placed additional pressure on subject teachers. To address varied student needs, differentiated teaching and learning materials must be developed, along with new instructional strategies tailored to diverse learning profiles.
- 1.3 To broaden students' horizons, a wider range of experiential activities is needed. These opportunities enable students to explore and apply classroom knowledge in real-life contexts, fostering deeper understanding and engagement.

2. Mathematics & Science Departments

- 2.1 Learner diversity has intensified the workload for subject teachers. Multiple sets of teaching materials and innovative strategies are required to meet the varied academic needs of students.
- 2.2 A shortage of Mathematics teachers in recent years has significantly increased the workload and stress levels of existing staff. Teaching assistants are urgently needed to alleviate this pressure and support the delivery of effective instruction.

3. CLP, ECA & STEAM Education Teams

- 3.1 As STEAM is not a standalone subject, its implementation spans across multiple disciplines including Science, Computer Literacy, Design and Technology, Visual Arts, and Mathematics. Coordinating these interdisciplinary efforts places a heavy burden on teachers. Teaching assistants play a vital role in providing logistical and instructional support to ensure smooth execution of STEAM initiatives.
- 3.2 To promote whole-person development, schools must offer a variety of outdoor learning experiences that nurture students' social skills and mental well-being. Additional manpower is necessary to facilitate these activities and reduce the workload on teachers.

Suggestions

To further enhance teaching and learning strategies, it is recommended that teaching assistants continue to be employed. Their support creates valuable space for teachers to concentrate on curriculum development, pedagogical refinement, and the implementation of formative assessment practices across subjects.