

CHIU LUT SAU MEMORIAL SECONDARY SCHOOL
2020-2021
Evaluation of Use of Capacity Enhancement Grant

Enhancing Learning and Teaching of English Language, Chinese Language and Mathematics

Objectives

To relieve the workload of English Language, Chinese Language and Mathematics teachers so that they can focus on enhancing the effectiveness of the learning and teaching strategies.

Expense

\$561,896.6 (including MPF)

Areas of Success

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

1. For English Department:

- 1.1 Teachers' workload in non-classroom teaching aspects was relieved as the teaching assistant helped perform administrative tasks such as providing technical support to teachers, offering assistance when organising English-related activities, scanning test and examination papers for record purposes, typing handouts and exercises for learning and teaching materials, designing artwork for display boards, updating English posters placed around the campus, etc.
- 1.2 Test and examination results were analyzed to evaluate students' academic performance.
- 1.3 Records of documents and mark sheets were kept systematically and minutes of the English panel meetings were prepared promptly.
- 1.4 Reference books and materials were coded and kept in the department's resource centre properly.
- 1.5 The teaching assistant helped with the stocktaking of department equipment and books.
- 1.6 For the SBA, the teaching assistant helped teachers send out assessment materials to students, videotape the actual exams and keep proper records of the video clips. Therefore, teachers could make use of the records and recordings to monitor the progress of students.
- 1.7 The teaching assistant helped organise English-related activities. She prepared documents and certificates, took photos and videos, designed covers and pamphlets, etc. Through joining these activities and competitions, students' language skills have been improved and their confidence in using English for effective communication has been enhanced.

2. For Chinese Department:

2.1 協助老師的教學工作:

- 2.1.1 教學助理協助老師因應學生的需要，更新和修訂各項學習材料。
- 2.1.2 教學助理印製語文練習、學習筆記及暑期功課等，派發予各班同學，提升學生的學習效能。
- 2.1.3 為協助跨境生學習，教學助理把相關學習材料整理成電子檔案，讓老師經電郵發放予跨境學生，照顧學習需要。
- 2.1.4 教學助理協助有系統整理中文科參考材料、歷屆公開試試題等，並存放於電子庫中，讓老師能隨時及快捷地獲取所需之教學材料，並更有效地分享資源及籌備課程，從而提升教學效能。

2.2 協助教師進行測考評估工作:

- 2.2.1 在網上學習期間，教學助理協助整理評估工作紙，印刷及派發予各班，作為下學期(T2A1)成績的評核工具。
- 2.2.2 教學助理就說話評估製作分組名單，編配測考時間及印製口語試題，有助教師更具效率地進行說話能力測試。
- 2.2.3 教學助理就聆聽評估協助錄製錄音光碟，包括剪輯聲帶、加入考核說明指引，為老師提供了電腦技術的支援。

2.3 協助教師籌辦學生語文學習活動:

- 2.3.1 推廣閱讀：教學助理協助教師推廣閱讀活動，如收集各班優秀閱讀報告，整理成電子檔案，以便張貼於壁報板上展示，營造了校園的閱讀氛圍。
- 2.3.2 語文活動：教學助理協助老師進行語文活動，如發布各項徵文及標語創作比賽資料，收集徵稿報名比賽，印刷語文學術月的趣味工作紙及派發禮物等，令同學提升了學習語文的樂趣，亦令各語文活動能暢順地進行。

2.4 協助科務文書工作:

- 2.4.1 教學助理參與中文及文學科之科務會議，協助撰寫會議紀錄，整理測考成績數據，減輕教師於行政會議中的文書工作量。
- 2.4.2 協助老師編輯中一自行收生面試題目，包括文字題及圖片題之剪輯，減輕了老師電子文書的工作時間。
- 2.4.3 協助文憑試校本評核活動的工作，如協助整理成績統計分析圖表、歸納數據及上載學生成績，有利教師順利完成校本評核的工作。
- 2.4.4 協助有系統整理科務電子檔案，包括收集老師的擬題試卷及評分參考，並製作分數轉換器，為老師在評估的工作提供協助。

2.4 非華語教學工作:

- 2.5.1 教學助理為非華語學生進行教學及評估工作，提升同學的語文學習能力，照顧學生的能力需要。

3. For Mathematics Department:

- 3.1 Records of documents and mark sheets were kept carefully and minutes for the Mathematics panel meetings were prepared.

- 3.2 Teachers' workload was relieved as the teaching assistant helped prepare various materials such as printing teaching materials, scanning examination papers and past papers, preparing reading articles to students, editing materials for P6 interview, etc.
- 3.3 Examination results were analyzed to facilitate refinement of learning and teaching materials.
- 3.4 The teaching assistant set up online quizzes for students. With his help on posting and organizing the online materials, reporting the homework submission status of students, teachers had a clear understanding of the online learning progress of students.

Areas of Concern

1. For English Department:

- 1.1 English Language teachers' workload is very heavy. In order to create more room for teachers to cope with their heavy workload and keep up with the new education trend, teaching assistants are highly needed to enhance learning and teaching effectiveness.
- 1.2 Learners' diversity has added burden to the subject teachers. Learning and teaching materials have to be devised to cater for learners' diversity and new teaching strategies should be developed to cope with the needs of students.
- 1.3 To increase students' exposure to authentic English, more different types of activities should be organized to provide opportunities for students to explore English in the real context and apply the knowledge learnt in their daily life.

2. For Chinese Department:

- 2.1 明年高中施行中文科優化課程，考核要求將改變，老師及學生需要適應新課程的要求。此外，明年各科在課程內需加入國安法的品德情意培訓，來年亦是新一輪三年校務計劃周期的開展，本科在科務計劃上有新的施行方針。語文科老師面對龐大的教改工作，調適、統整教材及教學法為當前急務，工作量亦相對增加，故極需教學助理協助教務工作。
- 2.2 中文教學助理必須是一位在中文知識、課程改革及科技資訊上均有一定認識程度的人員，才能履行本科的教學發展路向。

3. For Mathematics Department:

- 3.1 Learners' diversity in senior secondary levels have added burden to subject teachers. Different sets of learning and teaching materials and new teaching strategies should be developed to cope with the needs of students.
- 3.2 There is a lack of Mathematics teachers in recent years. As a result, teachers' workload and pressure have largely increased. In order to create more room for teachers to cope with their heavy workload, teaching assistants are much needed to enhance learning and teaching effectiveness.

Suggestions

In order to further improve learning and teaching strategies, teaching assistants should continue to be employed to help create room for teachers to focus on curriculum planning and refinement of teaching pedagogies and formative assessments, etc. in the subjects.