

**Jockey Club Government Secondary School**  
**Budget Plan -Use of Capacity Enhancement Grant (CEG) (School Year 2024-2025)**

<b>Task Area</b>	<b>Major Areas of Concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated</b>	<b>Resources Required</b>	<b>Performance Indicators</b>	<b>Assessment Mechanism</b>	<b>Person in charge</b>	<b>Implementation Schedule</b>
Reduction of teachers' non-teaching workload	To create capacity for teachers so that they have more time to take care of students	Employment of <u>one Administrative Assistant</u> (Duties include preparation of minutes and school documents, assisting in school administrative work etc.)	Teachers can have more time to take care of students	Salary & MPF \$26,675 x 1.04 x 1.05 x 12 months = \$349,550	At least 75% of teachers agree that they can have more time to care for their students	Observations and surveys	Assistant Principals	September 2024 to August 2025
		Employment of <u>one Teaching Assistant to support Value Education</u> (Duties include: administration of value education activities, preparation of teaching materials of Citizenship, Economics and Society (Secondary 1-3) as well as Citizenship and Social Development (Secondary 4-6) etc.		Salary & MPF \$18,345 x 1.04 x 1.05 x 12 months = \$240,393			Value Ed. i/c	
			<b>TOTAL:</b>	<b>589,943</b>				