

5. Capacity Enhancement Grant

Jockey Club Government Secondary School Budget Plan -Use of Capacity Enhancement Grant (CEG) (School Year 2023-2024)

Task Area	Major Areas of Concern	Implementation Plan	Benefits Anticipated	Resources Required	Performance Indicators	Assessment Mechanism	Person in charge	Implementation Schedule
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 \$25,490 x 1.04 x 1.05 x 12 months = \$334,021	At least 75% of teachers agree that they can have more time to care for their students	Observations and surveys	Assistant Principals	September 2023 to August 2024
		Employment of <u>one Teaching Assistant to support Value Education</u> (Duties include: administration of value education activities, preparation of teaching materials of subjects, “Citizenship, Economics and Society” and “Citizenship and Social Development” etc.		Salary & MPF \$17,530 x 1.04 x 1.05 x 12 months = \$229,713			Value Ed. i/c	
			TOTAL:	\$563,734				