

5. Capacity Enhancement Grant

Jockey Club Government Secondary School
Budget Plan -Use of Capacity Enhancement Grant (CEG) (School Year 2022-2023)

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 \$24,870 x 1.04 x 1.05 x 7 months = \$190,106.3 (Salary of 5 months to be paid by SEOG)	At least 75% of teachers agree that they can have more time to care for their students	Observations and surveys	Assistant Principals	September 2022 to August 2023
		Employment of <u>one Teaching Assistant to support Mathematics Department</u> (Duties include: preparation of teaching materials, running enrichment and enhancement classes, etc.		Salary & MPF \$17,100 x 1.04 x 1.05 x 12 months = \$224,078.4			Math HOD	
		Employment of <u>one Teaching Assistant to support Value Education</u> (Duties include: administration of value education activities, preparation of teaching materials of Life & Society and Citizenship and Social Development etc.		Salary & MPF \$17,100 x 1.04 x 1.05 x 12 months = \$224,078.4			Value Ed. i/c	
TOTAL:				\$638,263.1				