

**CHIU LUT SAU MEMORIAL SECONDARY SCHOOL**  
**2023-2024**

**Evaluation of Use of Capacity Enhancement Grant**

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

**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.

**Expense**

\$440,546 (including MPF)

**Areas of Success**

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

1. For CS & PSHE Departments:
  - 1.1 Teachers' workload in non-classroom teaching aspects was relieved as the teaching assistant helped perform administrative tasks such as providing clerical support to teachers, especially in preparing the teaching and learning materials, such as DSE past paper with learning tasks and exemplars, scanning test and examination papers for record purposes, typing handouts and exercises for learning and teaching materials, designing artwork for display boards, 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 CS & PSHE panel meetings were prepared promptly by the teacher assistant. Therefore, teachers could make use of the records to monitor the progress of students.
  - 1.4 The teaching assistant helped with the stocktaking of department equipment and books. Reference books and materials were coded and kept in the department's resource bank properly.
  - 1.5 The teaching assistant helped organize CS & PSHE-related activities. She prepared documents and gifts, took photos and videos, etc. Through joining these activities and competitions, students' interest in learning has been enhanced.
2. For Mathematics & Science Departments:
  - 2.1 Records of documents and mark sheets were kept carefully and minutes for the Mathematics & Science panel meetings were prepared.
  - 2.2 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 for students, etc.

- 2.3 Examination results were analyzed to facilitate the refinement of learning and teaching materials.
- 2.4 The teaching assistant also assisted in inventory record keeping, stocktaking, filing, inputting student information, collating materials, typing notes, and preparing and maintaining equipment and teaching tools.
- 2.5 In order to assist students in their learning, teaching assistants organize relevant learning materials which teachers can distribute to students via email to meet their learning needs.

3. For CLP, ECA & STEAM Education Teams:

- 3.1 Teachers' workload was relieved as the teaching assistant helped facilitate the implementation of CLP, ECA, STEAM Education activities and school functions.
- 3.2 The teaching assistant assisted in all preparation and routine work, such as the arrangement of CLP activities, handling the student application for applied learning programs, and admission to universities and Mainland higher education institutions. She also assisted in organizing career and life planning activities, collecting OEA (Other Experiences and Achievements in Competitions/Activities) records, and preparing statistics about the JUPAS results and Multiple Pathways of S.6 students.
- 3.3 The teaching assistant helped with data entry of student ECA registration and assisted in arranging of ECA activities. She accompanied students on visits, outings, and ECA activities. She also helped coach booking, quotation invitations, and the preparation of the LWL Grant proposal and report.
- 3.4 The teaching assistant also assisted in the preparation and routine work for the proposed STEAM curricula, and student project-based learning activities. She invited quotations and assisted in organizing the STEAM workshops for RoboMaster, 3D Printing, Laser-cutting and Unity Programming as well.

### **Areas of Concern**

1. For CS & PSHE Departments:

- 1.1 CS & PSHE teachers' workload is very heavy, especially the preparation for the new subject Citizenship, Economics and Society in junior form and the Mainland study tour for students to demonstrate their learning and self-reflection in "Citizenship and Social Development", teachers have to do lots of documents and preparation work. 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 Learner differences has added a burden to the subject teachers. Learning and teaching materials have to be devised to cater for learner diversity and new teaching strategies needs to be developed to cope with the needs of students.

- 1.3 To increase students' exposure, more different types of activities are required to provide diverse opportunities for students to explore and apply the knowledge learnt in their daily life.
2. For Mathematics & Science Department:
  - 2.1 Learner differences in senior secondary levels has added a burden to subject teachers. Different sets of learning and teaching materials and new teaching strategies need to be developed to cope with the needs of students.
  - 2.2 There has been 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.
- 3 For CLP, ECA & STEAM Education Teams:
  - 3.1 Since STEAM is not an independent subject, it involves subjects like Science, Computer Literacy, Design and Technology, Visual Arts, and Mathematics. To relieve the workload and provide support for teachers, the role of teacher assistant is very important.
  - 3.2 For the whole-person development of students, offering a range of outdoor learning experiences can boost students' social skills and support their mental well-being. Additional manpower is required to reduce the teachers' workload.

### **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.