

## **Creative Secondary School**

### **Plan on Use of Capacity Enhancement Grant (CEG) 2018-19**

Number of operating classes: 30

Budget available: \$484,400 (based on Sept 2018 roll of 700 and the current grant amount per student of \$692. Both roll and grant amount per student is subject to EDB's further adjustment for 2018 – 19)

#### **Introduction**

The school is in its eleventh year of operation, enrolling 30 classes of Secondary 1, 2, 3, 4, 5 and 6 students.

The workload of teachers continues to be challenging for the following reasons:

1. The school continues to receive new students, not just in S1 but into other year groups, especially into S3 and S4, and time and effort is required to ensure that policies, programmes and processes established last year continue to be understood, further developed where necessary and implemented consistently for the benefit of all students.
2. As in previous year, many subjects of the school curriculum will require the support of teaching assistants or additional teachers to ensure that the school's differentiation policy is effective and students with different learning needs are well supported. This includes Visual Arts, Music, Languages, Technology subjects and Special Needs.

#### **Proposed Use of CEG 2018-19**

Given the background context of the school as outlined above, and the amount of grant available this year, the school will use the CEG grants together in order to provide funding towards employing one assistant teacher for Visual Art, one Audio-Visual Technology Officer and one assistant teacher for special needs. (Other subject support staff required will be funded by the school's own budget)

(a) Task Area

##### ***Assistant Teacher for Visual Arts***

(b) Implementation Plan

- Assist the Visual Arts teaching team in preparing and procuring learning resources required for Visual Arts classes from S1 to S6
- Support the preparation of students' art work for display around the school campus and for special exhibitions.

(c) Benefits Anticipated

- Visual Arts teaching team's workload in preparing teaching materials will be reduced
- Students producing examination coursework will be more effectively supported.
- Opportunities for students' art work to be displayed will be enhanced.

(d) Time scale

- Throughout the 2018-19 academic year

(e) Resources allocated (35%)

- \$169,540 (towards salary for one full time staff )

(f) Method(s) of evaluation

- Performance Appraisal of the Assistant for Visual Art

(g) Person-in-charge

- Mr Steven Finnigan (Head of Arts Faculty)

(a) Task Area

***Audio-Visual Technology Officer***

(b) Implementation Plan

- Assist the Music, Drama and other teaching teams in the use of audio-visual learning resources required for Music and Drama classes from S1 to S6
- Support Music and Drama and other teachers in their use of sound recording, lighting and video technologies to enhance student learning
- Support the recording of students' work for assessments, as well as the recording and broadcasting of student performances for whole school events.

(c) Benefits Anticipated

- Teaching team's workload in preparing teaching materials will be reduced
- Students producing examination coursework which require audio or video recording will be more effectively supported.
- Opportunities for students' performances to be recorded and broadcast will be enhanced.

(d) Time scale

- Throughout the 2018-19 academic year

(e) Resources allocated (30%)

- \$145,320 (towards salary for one full time staff )

(f) Method(s) of evaluation

- Performance Appraisal of the Audio-Visual Technology Officer

(g) Persons-in-charge

- Mr Poon Ping Kwan (Director of Administration)

(a) Task Area

**Assistant teacher for special needs**

(b) Implementation Plan

- to support the Learning Support Coordinator including assisting with teaching, assessing and recording of students' learning needs; helping to maintain and update the database of students with special needs, and assisting the SEN Coordinator with administrative and other duties, such as translation of documents and papers from Chinese to English.

(c) Benefits Anticipated

- SEN Coordinator's workload in supporting individual students' special learning needs and preparing teaching materials and handling administration will be reduced

(d) Time scale

- Throughout the 2018-19 academic year

(e) Resources allocated (35%)

- \$169,540 (towards salary for one full time staff )

(f) Method(s) of evaluation

- Performance Appraisal of the special needs assistant teacher

(g) Person-in-charge

- Ms. Tamara Rodricks (SEN Coordinator)