

Lam Tai Fai College  
2019-2020  
Report on Use of Capacity Enhancement Grant

Task / Action	Teacher-on-charge	Evaluation & Suggestions	Income & Expenditure
<p>To recruit 3 associate teachers to support English Language, Chinese Language, PSHE KLAs so that teachers can be relieved from some of their duties and focus more on their teaching so as to enhance student learning.</p>	<p>KLA Conveners: Ms. Cheng Ngai Ching Ms. Liu Chi Yeung Dr. Ip Sum Ming</p>	<ul style="list-style-type: none"> <li>• The three associate teachers provided clerical and secretarial support to the teachers in the 3 KLAs.</li> <li>• The three associate teachers helped with co-curricular activities, preparation of teaching materials, lesson substitution and invigilation.</li> <li>• The three associate teachers also shared teaching duties of normal classes and enhancement classes.</li> <li>• According to the reviews from the three KLAs, subject teachers strongly agreed that the associated teachers can help reduce workload of the subject and had more time to concentrate on their teaching.</li> <li>• Most of the subject teachers reviewed that they had more time to engage in professional development.</li> <li>• Most of the subject teachers agreed that the posts of associated teachers should be retained.</li> </ul>	<p style="text-align: right;">Income (CEG):HK\$545445 Expenditure (Salaries &amp; MPF of AT):679790.32 * Difference: -HK\$134345.32</p> <p style="text-align: right;">* HK\$134345.32 to be borne by school</p>