

3.1.10 Teacher Assistant

Teacher i/c: Miss Cheung Tsui Yuk (Acting Vice-principal – General Administration)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
A, D, E	<ul style="list-style-type: none"> To relieve teachers' workload from administration work 	Employ two teacher assistant <ul style="list-style-type: none"> To assist in holding enrichment programs and activities for students To do substitution work of teachers To help teachers with clerical work, i.e. word-processing, minutes, program plans, reports, tests and examination papers, handling quotations, transcription of purchase slips, etc To perform other duties as required 	<ul style="list-style-type: none"> Teachers' administrative workload will be released, with their time and energy better spent on teaching. Teachers would have more time in planning lessons and attending to individual student needs. 	<ul style="list-style-type: none"> From Sept 2021 to Aug 2022. 	<ul style="list-style-type: none"> (\$16,000 per month × 12 months + MPF) x 2 = \$403,200 	<ul style="list-style-type: none"> 80% of teachers agree that this post could help relieve their workload. 80% of teachers agree that this post should be opened continuously. 	<ul style="list-style-type: none"> Issuing questionnaires to gather feedback from teachers
Estimated Amount:					\$403,200.00		