

Hong Kong Baptist University Affiliated School

Wong Kam Fai Secondary and Primary School

Plan on Use of Capacity Enhancement Grant (2024/25) (Secondary Division)

| | 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 | Person(s)-in-charge |
|---|--|---|---|--|------------------------------------|--|---|---|---|
| 1 | Enhancement of OLE Development (Secondary Division) | Providing a variety of OLE programs for students to enhance their whole-person development and realize their potentials | To employ an OLE Assistant to provide general support for the implementation of OLE programs | To reduce the administrative workload of teachers in the OLE Team and others in charge of clubs and societies so that they could be more focused on planning and monitoring the OLE programs as well as daily teaching | From September 2024 to August 2025 | Salary of OLE Assistant: \$281,580 plus \$14,079 (5%MPF) = \$295,659 (full-time) | <ul style="list-style-type: none"> • Number of students joining the activities • A majority of participants are satisfied with the activities held | <ul style="list-style-type: none"> • Attendance record • Evaluation survey among students | Mr. Kidd Lee (Head of OLE and ECA) |
| 2 | Enhancement of Library Operation and Reading Atmosphere (Secondary Division) | Developing students' reading habit and further promoting the reading atmosphere | To employ a Library Assistant to provide general support for the daily operation of the school library and other reading centers and the implementation of reading schemes and activities | To reduce the administrative workload of teacher librarian and other teachers in the Reading Team so that they could be more focused on planning and monitoring the reading programs as well as daily teaching | From September 2024 to August 2025 | Salary of Library Assistant: \$209,610 plus \$10,480.5 (5%MPF) = \$220,090.5 (full-time) | <ul style="list-style-type: none"> • Number of books borrowed • Number of students joining the schemes/ activities • A majority of participants are satisfied with the activities held | <ul style="list-style-type: none"> • Book loan record • Activity participation record • Evaluation survey among students | Mr. Daniel Wong (School Librarian) |
| 3 | Enhancement of Teaching Effectiveness in Personal, Social and Humanities Education (PSHE) Key Learning Area (Secondary Division) | Developing students' knowledge, skills and interest in learning the PSHE subjects | Recruit a PSHE Assistant to provide general support for the implementation of the PSHE curriculum and related learning activities | To reduce the administrative workload of PSHE teachers so that they could be more focused on teaching and after-class support | From September 2024 to August 2025 | Salary of PSHE Assistant: \$209,100 plus \$10,455 (5%MPF) = \$219,555 (full-time) | <ul style="list-style-type: none"> • Students' academic performance in PSHE subjects • Students' participation in Humanities Week and other PSHE activities | <ul style="list-style-type: none"> • Students' assessment performance • Activity participation record | Ms. Cannes Kong (Co-head of Humanities) |

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| 4 | Enhancement of Aesthetic Education (Secondary Division) | Providing a variety of programs for students to enhance their knowledge, skills and interest in music and visual arts, and realize their potentials | To employ 1 part-time Aesthetic Education Assistant in particular in Music and Arts to provide general support for the implementation of aesthetic education | To reduce the administrative workload of Music and Visual Arts teachers so that they could be more focused on planning and monitoring the aesthetic education programs as well as daily teaching | From September 2024 to June 2025 | Salary of Aesthetic Education Assistant: \$88,000 plus \$4,400 (5%MPF) = \$92,400 (1 part-time staff from Sept 2024 to June 2025) | <ul style="list-style-type: none"> ▫ Students' performance in Music and VA ▫ Students' participation in related activities | <ul style="list-style-type: none"> ▫ Students' assessment performance ▫ Activity participation record | Dr. Andrew Hon (Director of Music and Performing Arts), Mr. Akai Law (Director of Visual Arts) |
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| | Amount |
|--|---------------------------------|
| Estimated Surplus as at 31 Aug 2024 | \$77,776.67 |
| Capacity Enhancement Grant available for the year 2024/25 | \$732 x 1033 = \$756,156 |
| Less: Costs of employment of assistants in different areas in 2024/25 | \$827,704.50 |
| Surplus as at the end of 2024/25 | \$6,228.17 |

Remark: Amounts to be reviewed (subject to the confirmation of the amount of the grant for the new school year by EDB)