

## 2019-2020 年度 運用「學校發展津貼」計劃書

項目	關注重點	推行計劃	預期好處	推行時間表	所需資源	表現指標	評估機制	負責人
為教師創造空間	減輕教師在非教學上的工作量	<p>聘用兩名行政助理</p> <ul style="list-style-type: none"> <li>❖ 協助設計及製作獎狀、海報、場刊封面</li> <li>❖ 協助製作展板</li> <li>❖ 協助處理教師的文書工作</li> <li>❖ 協助補考工作</li> <li>❖ 協助學生活動帶隊</li> </ul>	<ul style="list-style-type: none"> <li>✧ 教師可騰出時間，集中計劃教學工作及協助課程發展、學生輔導及訓育等工作</li> <li>✧ 節省老師預備及製作展板</li> <li>✧ 減省老師於非教學上的工作量</li> </ul>	由 2019 年 9 月起，為期一學年	<p>聘用兩名行政助理 薪酬+5%強積金供款：</p> <p>行政助理一： 13,000 × 1.05 × 12 = \$163,800</p> <p>行政助理二： 14,000 × 1.05 × 12 = \$176,400</p>	<p>教師將會有更多空間策劃及發展學科課程</p> <p>教師能更集中於教學、輔導學生或訓育學生的工作</p>	透過工作評估，搜集教師對行政助理的意見及協助情況	彭珊瑚副校長
Enhancement Class– Employ an ELTA	<p>Enhance pupils' English language skills</p> <p>Develop pupils' interests to learn English</p> <p>Extra-curricular activities</p> <p>Interview class</p> <p>Reading Class</p>	<ul style="list-style-type: none"> <li>❖ Conduct oral lessons for P.4 - P.6 students (around 20-30 pupils in each class) and host morning assembly.</li> <li>❖ Conduct an ECA class and design some English interesting activities and play with P.3-4 students.</li> <li>❖ Divide P.6 students into groups, train students to prepare well for the secondary school Interviews. (1<sup>st</sup> Term)</li> <li>❖ Design some reading activities for some P5 elite students(2<sup>nd</sup> Term)</li> </ul>	<ul style="list-style-type: none"> <li>✧ Enhance pupils' English language skills especially speaking skills and build up pupils' confidence in learning English.</li> <li>✧ Enhance students' interest in learning English</li> <li>✧ Help students cope with secondary school Interviews.</li> <li>✧ Enhance pupils' English reading skills</li> </ul>	Mid Sept 2019 to May 2020	\$163,200 for 8.5 months	<p>Pupils' Speaking skills are improved</p> <p>Pupils' interests to learn English are raised</p>	<p>Survey done by the teachers</p> <p>Teachers observe pupils' participation in the courses</p> <p>Students' work</p>	Panel heads and P.4-6 English Teachers