

**Tin Shui Wai Government Secondary School**  
**Plan on Use of Capacity Enhancement Grant**

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Name of school: Tin Shui Wai Government Secondary School

School Year: 2022/2023

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Resources Required	Performance Indicators	Assessment Mechanism	People Responsible	Implementation Schedule
Reduction of teachers' non-teaching workload	To enhance teachers' capacity so that they have more time for the caring of their students	Employment of 4 Teaching Assistants at matriculated level  (Duties include taking minutes of meetings, production of teaching materials, assisting in ECA activities, etc.)	Teachers can have more time to take care of their students	Salary of 3.25 Teaching Assistants (Matriculated) by CEG  \$ 15,555 x 12 x 1.05 x 3.25  <b>= \$ 636,977.25</b>  Salary of 0.75 Teaching Assistant (Matriculated) by TRG  \$ 15,555 x 12 x 1.05 x 0.75  <b>= \$ 146,994.75</b>	More than 70% of teachers agree that their non-teaching workload has been reduced	Survey to be conducted in late June, 2023	Assistant Principal and Clerical Officer	Sept 2022 to Aug 2023