Po Leung Kuk Tong Nai Kan Junior Secondary College Use of Capacity Enhancement Grants (2023-2024)

Method of consultation: Staff Meeting

Number of classes: 18

Item	Targets	Implementation Plan	Date	Budget (source)	Success indicators	Evaluation strategies	Person-in- charge
Employment of a 0.375 full-time IT Manager	1.To relieve teachers' workload so that they can concentrate on developing effective learning and teaching strategies to improve and enhance learning and teaching	Perform the duties of IT manager	9/2023 - 8/2024	Salary: \$15,000×12 = \$180,000 MPF (ER): \$750×12 = \$9,000 Total: = \$189,000	 The IT Manager has ensured secure and stable network infrastructure within budget, including both the wired and wireless network, for school administration, learning and teaching purposes. The IT Manager has ensured efficient and well managed desktop/portable devices within budget, including the iPad, iMac and MacBook, for school administration, learning and teaching purposes. The IT Manager has ensured advanced and well-designed software applications within budget, including all school tailor-made apps, for school administration, learning and teaching purposes. 	Evaluation by the Administration and Public Liaison Head	Heads of Administration and Public Liaison
Employment of a 0.8 full-time Social & Cultural Studies and Finance & Accounting Teacher	1.To relieve teachers' workload so that they can concentrate on developing effective learning and teaching strategies to improve and enhance learning and teaching	Perform the duties of a teacher	9/2023 - 8/2024	Salary: \$30,000×12 = \$360,000 MPF (ER): \$1,500×12 = \$18,000 Total: = \$378,000	 The teacher has taken up the teaching and marking workload of 8 classes of Social & Cultural Studies and 2 classes of Finance & Accounting subjects. The teacher has taken up the workload of setting and marking 4 test or exam papers for the Social & Cultural Studies subject, as well as 1 exam paper for the Finance & Accounting subject. The teacher has prepared e-learning materials and other learning and teaching materials for the Social & Cultural Studies and Finance & Accounting subjects. The teacher has helped to train the students to participate in competitions relate to humanities subjects. The teacher has assisted Social & Cultural Studies and Finance & Accounting subjects to organize 3 activities in the year. The teacher has taken up the duties in the School Info Day for and in the CoolSTEAMaker festival for humanities subjects. The teacher has finished the filing of Box file and relevant document. 	Evaluation by the heads of Social & Cultural Studies Department and Finance & Accounting Department	1. Heads of Social & Cultural Studies Department and Finance & Accounting Department

Total: \$567,000.00

2022-2023 Surplus : \$ 114,507.70 2023-2024 Grant : \$ 519,498.00 Total : \$ 634,005.70