

**The Incorporated Management Committee (IMC) of St. Rose of Lima's College**

**Budgeted Capacity Enhancement Grant for 2023-2024 Academic Year**

<b>Task Area</b>	<b>Major Area(s) of Concern</b>	<b>Strategies / Tasks</b>	<b>Benefits</b>	<b>Success Criteria</b>	<b>Implementation Schedule</b>	<b>Teacher(s)-in-charge</b>	<b>Resources Required</b>
Promoting learning and teaching effectiveness	<ul style="list-style-type: none"> <li>To relieve teachers' workload on non-teaching duties in order to create space for teachers to enhance their teaching effectiveness</li> <li>To support teachers in collaborative lesson preparation and teaching</li> </ul>	To recruit the following supporting staff: <ul style="list-style-type: none"> <li>1 full-time Assistant Teacher</li> <li>1 full-time Teaching Assistant</li> <li>1 Part-time student helper</li> </ul>	<ul style="list-style-type: none"> <li>Revise and update learning materials to meet students' needs</li> <li>Support academic and teaching work</li> </ul>	<ul style="list-style-type: none"> <li>Assist subject heads and subject teachers to handle work, including document processing, sorting and inputting information, file storage and classification, and preparing supplies and equipment</li> <li>Assist in leading activities inside and outside the school to ensure smooth operation of teaching and learning activities</li> <li>General Teachers agree that the work quality of relevant personnel meets the requirements and effectively improve work efficiency</li> </ul>	September 2023 to August 2024	<ul style="list-style-type: none"> <li>Vice-Principals</li> <li>Relevant Subject Panel Heads</li> </ul>	\$546,840.00  Total salary (incl. 5% MPF) for 12 months:
						Grant received	\$666,935.00
						Budget Expenses	\$546,840.00