

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

**Report on Use of Capacity Enhancement Grant for 2022-2023 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>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>2 full-time Assistant Teachers</li> <li>3 full-time Teaching Assistants</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 2022 to August 2023	\$781,922.62  Total Salary (including 5% MPF) for 12 months
					Grant received	\$654,502.00
					Actual Expenses	\$781,922.62

**Evaluation:**

Heads of Subject Panels reflected that full-time assistant teachers, full-time teaching assistants and part-time student helper can effectively assist relevant subject groups in handling administrative work, including document processing, sorting and inputting information, file storage and classification, and assisting subject teachers in preparing teaching materials and equipment. Besides, they also can effectively assist and lead activities inside and outside the school to ensure smooth operation of learning and teaching activities. They all agreed that the quality of the work of relevant full-time assistant teachers, full-time teaching assistants and part-time student helper meets the requirements and effectively improve the work efficiency of the subject panels.