

Immaculate Heart of Mary College
Plan on Use of the Teacher Relief Grant (TRG-OP) 2017 - 2018

Liberal Studies Teacher

Major Area(s) of Concern	<ul style="list-style-type: none"> • To facilitate the formulation of the NSS Liberal Studies Curriculum • To teach senior forms Liberal Studies
Strategies / Tasks	<ul style="list-style-type: none"> • To employ a 0.5 GM teacher in Liberal Studies • To refresh the Liberal Studies Curriculum for NSS
Benefits Anticipated	Liberal Studies Panel
Time Scale	1 September, 2017 to 31 August, 2018
Resources Required	\$200,686.50
Success Criteria	<ul style="list-style-type: none"> • Formulation of NSS Liberal Studies Curriculum • Execute the teaching and learning plans of Liberal Studies Panel
Method(s) of Evaluation	<ul style="list-style-type: none"> • Lesson Observation and Exercise Books Inspection • Performance made by the panel head.
People Responsible	Mr. Chan Chi Lap

Integrated Science Teacher

Major Area(s) of Concern	Teaching and Learning
Strategies / Tasks	To employ a 0.5 CM teacher in Integrated Science
Benefits Anticipated	Integrated Science and Computer Literacy Panel
Time Scale	1 September, 2017 to 31 August, 2018
Resources Required	\$164,215.39
Success Criteria	<ul style="list-style-type: none"> • To support the teaching of F.1 Integrated Science and F.3 Computer Literacy; • To execute the teaching and learning plans of Integrated Science Panel and Computer Literacy Panel; • To fine and formulate teaching materials; • To support co-curricular activities
Method(s) of Evaluation	Lesson Observation, Exercise Inspection and Participation in co-curricular activities
People Responsible	Ms. Wong Ching Han and Mr. Lei Wing Kuen

Teaching Assistant in English Panel

Major Area(s) of Concern	<ul style="list-style-type: none"> • To provide clerical and administrative support in the English Panel • To help take minutes for other committees • To help enhance the EMI environment at school • To support supplementary classes
Strategies / Tasks	<ul style="list-style-type: none"> • To assist teachers in oral and listening examinations • To assist teachers in doing clerical work, taking minutes • To assist teachers in organising and running extra-curricular activities • To assist teachers in facilitating supplementary classes
Benefits Anticipated	<ul style="list-style-type: none"> • Teachers can be relieved from the work of typing and photocopying teaching materials • Teachers can concentrate on the modification of teaching materials and training courses • Teachers' burden in organising extra-curricular activities to be lessened • Teachers' workload on taking minutes to be reduced
Time Scale	1 September 2017 to 31 August 2018
Resources Required	\$178,151.40
Success Criteria	<ul style="list-style-type: none"> • Systematic organisation of teaching materials • Smooth running of activities and supplementary classes • Smooth running of Oral and Listening Examinations • Minutes are taken and amended
Method(s) of Evaluation	<ul style="list-style-type: none"> • Appraisal by the Principal and the English panel chairperson • Feedback from panel members and students
People Responsible	Ms. Chan Fung Yee

中文科教學助理

關注事項	<ul style="list-style-type: none"> 支援初、高中課程及教材之編定工作 支援科組配合推行學校關注事項之相關工作 協助處理中學文憑試中文科校本評核之相關工作 協助安排各項校內考試及評核工作 處理科組內各項文書工作
目標	<ul style="list-style-type: none"> 協助科組老師工作，提升教與學素質 協助科組的文書及行政工作，使老師更能專注於教學工作
預計成果	<ul style="list-style-type: none"> 科組的教學表現得以進步 各級的考試及評核安排能更為完善 中文老師更可集中做好各級共同備課／同儕觀課／資訊教學的績效 中文科的各项文件能更有系統地整存
日期	二零一七年九月一日至二零一八年八月三十一日
導師薪酬	\$189,693.00
成功準則	初、高中各班的整體學習績效有提升／科務工作更有系統及效率
評估方法	科主任之考績及科組老師的評價 教學助理能妥善完成以下工作： <ul style="list-style-type: none"> 本科會議紀錄 支援各級共同的教學計劃及學習工作等 協助編製各級教材 科務工作支援（如專項搜集整理、分析製表、資源處理、支援、文書工作等） 口試的分組、支援、備試室監考工作、考試計分比例編定及聆聽錄音 新高中課後口試訓練的安排及支援工作
負責人	宋思進老師、周慧麗老師

中文科教學助理 (為非華語學生)

關注事項	<ul style="list-style-type: none"> 支援非華語學生中文課程及教材之編定工作 支援非華語學生之課後輔導工作 協助處理及安排各項有關非華語學生之考試及評核工作
目標	<ul style="list-style-type: none"> 協助科組老師支援非華語學生的中文教學工作，提升教與學素質 協助科組處理有關非華語學生之行政工作，使老師更能專注於教學工作
預計成果	<ul style="list-style-type: none"> 非華語學生的中文水平能有所提升 科組於支援非華語學生學習中文的教學表現得以進步 科組能發展一套完整的為非華語學生而設中文課程、教材、評估及支援策略。 各級的考試及評核安排能更為完善 中文老師更可集中做好各級共同備課／同儕觀課／資訊教學的績效
日期	二零一七年九月一日至二零一八年八月三十一日
導師薪酬	\$117,189.40
成功準則	初、高中各班的整體學習績效有提升／科務工作更有系統及效率
評估方法	科主任之考績及科組老師的評價 教學助理能妥善完成以下工作： <ol style="list-style-type: none"> 支援非華語學生中文之課程及教材 課後輔導工作 各項有關非華語學生之考試、評核及行政工作
負責人	宋思進老師、周慧麗老師

Teaching Assistant in Liberal Studies

Major Area(s) of Concern	<ul style="list-style-type: none"> To assist in gathering information for the lessons To support the implementation of IES in Form 5
Strategies / Tasks	<ul style="list-style-type: none"> To employ a 0.5 CM teaching assistant in Liberal Studies To assist teachers in preparing lesson materials To assist teachers in organizing outings and ECA activities To support the implementation of IES, giving advice to students and supporting teachers in assessments
Benefits Anticipated	Liberal Studies Panel
Time Scale	1 September, 2017 to 31 August, 2018
Resources Required	\$107,591.40
Success Criteria	<ul style="list-style-type: none"> Formulation of NSS Liberal Studies Curriculum
Method(s) of Evaluation	<ul style="list-style-type: none"> Evaluating the lesson materials and other panel materials to be produced Performance made by the panel head.
People Responsible	Mr. Chan Chi Lap

Teaching Assistant in helping SEN students

Major Area(s) of Concern	<ul style="list-style-type: none"> Giving clerical and administrative support in ILS Team Giving support to SEN students in developing skills and building up harmonious relationship with his/her friends
Strategies / Tasks	<ul style="list-style-type: none"> To employ a 0.5 Teaching Assistant to support SEN students Develop a caring and supportive environment in school Organise group activities and take care of SEN students
Benefits Anticipated	<ul style="list-style-type: none"> Subject teachers can focus on their teaching work and do not need to spend extra time on preparing teaching materials/ worksheets for SEN students Teacher-in-charge can focus on developing tailor-made supporting measures for SEN students instead of just doing lots of paper work SEN students will benefit when teachers have more room to cater for them
Time Scale	1 September, 2017 to 31 August, 2018
Resources Required	\$89,075.70
Success Criteria	<ul style="list-style-type: none"> Attendance: students achieve about 80% participation rate in activities held Oral feedback: good comments on SEN students' behavior or performance By observation: SEN students actively participate in lessons and show improvement in learning and personal growth
Method(s) of Evaluation	By observation; oral feedback from teachers, students and parents; questionnaires; attendance records
People Responsible	Ms. Siu Chee Ming