

Immaculate Heart of Mary College
Plan on Use of the Teacher Relief Grant (TRG-OP) 2018-2019

Science Teacher

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	To employ a CM teacher in Science Education KLA
Benefits Anticipated	Teachers in Integrated Science Panel and Biology Panel will be relieved from being overloaded with teaching duties. Quality of lessons can be further enhanced. Subject-related activities can be implemented as stated in the Year Plans.
Time Scale	1 September, 2018 to 31 August, 2019
Success Criteria	<ul style="list-style-type: none"> • Teaching loads of Integrated Science and Biology teachers are within range of average; • Teaching and learning plans of Integrated Science Panel and Biology Panel are implemented as scheduled; • Learning materials are designed and refined to cater for the needs of the students; • Co-curricular activities are organized.
Method(s) of Evaluation	Lesson Observation, Exercise Inspection and Participation in co-curricular activities
People Responsible	Ms. Wong Lee (Biology Panel Chairperson) and Mr. Wong Chi Wai (Science Education KLA Coordinator)

Liberal Studies Teacher

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	To employ a GM teacher in Liberal Studies Panel
Benefits Anticipated	Teachers in LS will be relieved from being overloaded with teaching duties. Quality of lessons can be further enhanced. Subject-related activities can be implemented as stated in the Year Plans.
Time Scale	1 September, 2018 to 31 August, 2019
Success Criteria	<ul style="list-style-type: none"> • Teaching loads of LS subject teachers are within range of average; • Teaching and learning plans of LS KLA Panels are implemented as scheduled; • Learning materials are designed and refined to cater for the needs of the students; • To implement SBA teaching strategy of senior forms; • Co-curricular activities are organized.
Method(s) of Evaluation	Lesson Observation, Exercise Inspection and Participation in co-curricular activities
People Responsible	Mr. Chan Chi Lap (LS Panel Chairperson) and Ms. Chan Kwan Yin (Vice Principal)

English Teacher

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	To employ a CM teacher in English Education KLA
Benefits Anticipated	Teachers in English Panel will be relieved from being overloaded with teaching duties. Quality of lessons can be further enhanced. Subject-related activities can be implemented as stated in the Year Plans.
Time Scale	1 September, 2018 to 31 August, 2019
Success Criteria	<ul style="list-style-type: none"> • Teaching loads of English Panel teachers are within range of average; • Teaching and learning plan of English Panel is implemented as scheduled; • Learning materials are designed and refined to cater for the needs of the students; • Co-curricular activities are organized.
Method(s) of Evaluation	Lesson Observation, Exercise Inspection and Participation in co-curricular activities
People Responsible	Ms. Chan Fung Yee (English Panel Chairperson) and Ms. Chan Kwan Yin (Vice Principal)

Music Teacher

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	To employ a CM teacher in Music Panel
Benefits Anticipated	Junior classes have music lessons as part of the whole person development. Students' generic skills, values and attitudes are developed through learning in music. Subject-related activities can be implemented as stated in the Year Plans.
Time Scale	1 September, 2018 to 31 August, 2019
Success Criteria	<ul style="list-style-type: none"> • Teaching and learning plan of Music Panel is implemented as scheduled; • Learning materials are designed and refined to cater for the needs of the students; • Co-curricular activities are organized.
Method(s) of Evaluation	Lesson Observation, Exercise Inspection and Participation in co-curricular activities
People Responsible	Ms. Chan Kwan Yin (Vice Principal) and Ms. Mok Kit Yue (Principal)

Teaching Assistant (1)

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	<ul style="list-style-type: none"> • To support implementation of School' Major Concerns • To support preparation of learning materials • To assist arrangement in SBA works and school assessments • To help enhance the EMI environment at school • To provide support to the curriculum development in the English Panel • To help take minutes for other committees and panels
Benefits Anticipated	<ul style="list-style-type: none"> • Teachers can concentrate on the design of learning materials, collaborative lesson planning and peer lesson observations • More human resource in supporting EMI environment • Documents are systematically organized for teachers' reference
Time Scale	1 September 2018 to 31 August 2019
Success Criteria	<ul style="list-style-type: none"> • Teachers produce new learning materials • There are more professional dialogues among teachers • Systematic organization of learning materials and panel documents • Smooth running of activities and supplementary classes • Smooth running of SBA works and school assessments
Method(s) of Evaluation	<ul style="list-style-type: none"> • Appraisal by the Principal, Vice Principal and relevant team heads/ panel heads • Feedback from panel members
People Responsible	Principal, Vice Principal and relevant panel heads

Teaching Assistant (2)

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	<ul style="list-style-type: none"> • To support implementation of School' Major Concerns • To support preparation of learning materials • To support and organize co-curricular activities • To provide support to the curriculum development in the Mathematics Panel • To help take minutes for other committees and panels
Benefits Anticipated	<ul style="list-style-type: none"> • Teachers can concentrate on the design of learning materials, collaborative lesson planning and peer lesson observations • More human resource in supporting EMI environment • Documents are systematically organized for teachers' reference
Time Scale	1 September 2018 to 31 August 2019
Success Criteria	<ul style="list-style-type: none"> • Teachers produce new learning materials • There are more professional dialogues among teachers • Systematic organization of learning materials and panel documents • Smooth running of activities and supplementary classes • Smooth running of SBA works and school assessments
Method(s) of Evaluation	<ul style="list-style-type: none"> • Appraisal by the Principal, Vice Principal and relevant team heads/ panel heads • Feedback from panel members
People Responsible	Principal, Vice Principal and relevant panel heads