

Immaculate Heart of Mary College
Report 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
Expenses	\$191,980.32
Success Criteria	<ul style="list-style-type: none"> Formulation of NSS Liberal Studies Curriculum Execute the teaching and learning plans of Liberal Studies Panel
Evaluation	<ul style="list-style-type: none"> The teacher is passionate in teaching and developed good relationship with the students The teacher is familiar with the curriculum of Liberal Studies. However the teacher needs to be more familiar with the requirement of public examination.
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	\$176,410.50
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
Evaluation	The performance of the teacher was satisfactory. The teacher took a up teaching load of 3 classes of F.1 Integrated Science and 2 classes of F.3 Computer Literacy. He also worked collaboratively with his panel members in the two panels to design and refine the learning materials/ activities, assisted in outdoor learning activities and helped in preparation work of the School's major events which these panels participated in. With the support of this teacher, the plans of the two panels were completed.
People Responsible	Ms. Wong Ching Han and Mr. Lei Wing Kuen

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	\$111,416.38
Success Criteria	<ul style="list-style-type: none"> Formulation of NSS Liberal Studies Curriculum
Evaluation	<ul style="list-style-type: none"> The teaching materials are well-prepared. The teacher have given proper advice to the students on their IES. Various study activities were organized. For examples, Inter-class debate and quiz competitions.
People Responsible	Mr. Chan Chi Lap

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	\$153,281.00
Success Criteria	<ul style="list-style-type: none"> Systematic organisation of teaching materials Smooth running of activities Smooth running of supplementary classes Smooth running of Oral and Listening Examinations Minutes are taken and amended
Evaluation	<ul style="list-style-type: none"> The teaching assistant performed his duties effectively. He provided clerical and administrative support in the English Panel as expected. He helped to hold the extra-curricular activities organised by the English Team, being an adjudicator and a coach for students. He helped in F.6 English speaking practices. All the minutes were well taken. Overall speaking, he did his job well e.g. able to meet tight deadlines, performed multi-tasks and possessed good computer skills.
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	\$275,798.52
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	<ul style="list-style-type: none"> 教學助理表現認真，具責任心，能有效協助科組處理各項工作，如編製教材、安排考試及評核工作、擔任教學小組導師等，均有效舒緩科組老師繁重的工作量，並令科務更趨完善。 本年度之文憑試成績及增值指數均有改進。 教學助理辦事效率高，且能與組內成員及學生建立良好的關係。 教學助理協助籌辦提升學生學習語文興趣之活動，表現積極用心。
負責人	宋思進老師、周慧麗老師