

# 保良局朱敬文中學

二零一五至二零一六年度

高中課程支援津貼

計劃

**Po Leung Kuk C.W. Chu College**  
**SSCSG 2015 -2016**  
**English Language & Chinese Language**

a) Post / Title	Teaching Assistant (English & Chinese Languages)
b) Major Objectives	Relieve & alleviate teachers' heavy workload Help students get more exposure to the two languages
c) Recruitment Method	Open recruitment of a full-time Teaching Assistant
d) Main Duties	<ol style="list-style-type: none"> <li>1. Having after school tutorials with students</li> <li>2. Collecting materials and preparing worksheets for teachers</li> <li>3. Providing I.T. support to teachers</li> <li>4. Running language activities together with teachers after school</li> <li>5. Helping teachers administer Oral Exams</li> <li>6. Performing other duties assigned by the Principal and the Panel Heads</li> </ol>
e) Anticipated Outcome	<ol style="list-style-type: none"> <li>1. Teachers' workload is relieved to provide more individual attention to students.</li> <li>2. Able to assist the Panels in curriculum development</li> <li>3. Able to help raise students' standard</li> </ol>
f) Period	From September 2015 to August 2016
g) Qualification Required	Holder of a bachelor's degree related to the two disciplines
h) Monthly Salary	\$13,781.25 (including monthly MPF)
i) Budget	\$13,781.25 × 12 months = <b>\$165,375.00</b>
j) Evaluation Method	The performance of the staff will be assessed through the staff review system in the school.
k) People Responsible to	English Language Panel Head & Chinese Language Panel Head
l) Teacher-in-charge	Ms Chan Chuk Chun & Ms Ho Po Ngan

Signature: \_\_\_\_\_ (English)  
 (Chan Chuk Chun)

Signature: \_\_\_\_\_ (Chinese)  
 (Ho Po Ngan)

Date: 26<sup>th</sup> June, 2015

# 2015/2016 高中課程支援津貼計劃

## 中國語文科

項目名稱：中國語文科發展

背景：配合新高中中國語文科，文言文閱讀理解能力、聆聽理解能力及口語溝通能力均需加倍訓練，以彌補初中時較側重白話文閱讀能力及寫作能力的訓練。

職責：

- (a)協助教師製作教材及預備教學參考資料；
- (b)協助教師於課堂時及課堂後進行分組口語溝通訓練；
- (c)協助教師於下課後為學生進行功課輔導；
- (d)協助教師培訓讀寫障礙的學生；
- (e)協助學校處理其他指派工作。

施行細則：聘全職教育助理，為期一年。

擬聘用之人士：—

名稱：中國語文科教育助理

所需學歷／資歷：(a)預科程度或具備同等學歷  
(b)熟悉中文文書處理及電腦操作

薪酬：每月\$10,995.00（另強積金5%，合共\$11,544.75）

財政預算：\$11,544.75 x 12個月 = \$138,537.00

表現指標：協助編製教材，帶領口語溝通訓練。

評估機制 由科主任及任教老師評核其工作表現。

負責老師：何寶顏、曾志光

主任簽署：\_\_\_\_\_

日期：26-6-2015

何寶顏

**Po Leung Kuk C.W. Chu College**  
**SSCSG 2015 -2016**  
**English Language**

a) Post / Title	Teaching Assistant
b) Major Objectives	Relieve & alleviate teachers' heavy workload Help students get more exposure to English
c) Recruitment Method	Open recruitment of a full-time Teaching Assistant
d) Main Duties	<ol style="list-style-type: none"> <li>1. Co-teaching English with English teachers</li> <li>2. Teaching English in small groups after school</li> <li>3. Collecting materials and preparing worksheets for English teachers</li> <li>4. Providing I.T. e, g, SBA support to English teachers</li> <li>5. Running English language activities together with English teachers after school</li> <li>6. Marking written assignments, e.g. English workbooks, worksheets and dictation</li> <li>7. Helping English teachers administer Oral Exams and practicing oral English with students</li> <li>8. Performing other duties assigned by the Principal and the Panel Head</li> </ol>
e) Anticipated Outcome	<ol style="list-style-type: none"> <li>1. Teachers' workload is relieved to provide more individual attention to students.</li> <li>2. Able to assist the English Panel in curriculum development</li> <li>3. Able to help raise students' English standard</li> </ol>
f) Period	From September 2015 to August 2016
g) Qualification Required	Bachelor's degree with excellent written and spoken English
h) Monthly Salary	\$13,125 + (MPF \$656.25) = \$13,781.25
i) Budget	\$13,781.25 × 12 months = <b>\$165,375.00</b> <b>(the same amount as last year)</b>
j) Evaluation Method	The performance of the staff will be assessed through the staff review system in the school.
k) People Responsible to	English Panel Head & English teachers
l) Teacher-in-charge	Ms Chan Chuk Chun

Signature: \_\_\_\_\_ (Chan Chuk Chun )

Date: 26 June, 2015

Panel Head