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**

<table>
<thead>
<tr>
<th>a) Post / Title</th>
<th>Teaching Assistant (English &amp; Chinese Languages)</th>
</tr>
</thead>
</table>
| 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 | 1. Having after school tutorials with students  
2. Collecting materials and preparing worksheets for teachers  
3. Providing I.T. support to teachers  
4. Running language activities together with teachers after school  
5. Helping teachers administer Oral Exams  
6. Performing other duties assigned by the Principal and the Panel Heads |
| e) Anticipated Outcome | 1. Teachers’ workload is relieved to provide more individual attention to students.  
2. Able to assist the Panels in curriculum development  
3. Able to help raise students’ standard |
| 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 \( \times \) 12 months = **$165,375.00** |
| 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: **26th June, 2015**
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**

<table>
<thead>
<tr>
<th>a) Post / Title</th>
<th>Teaching Assistant</th>
</tr>
</thead>
</table>
| 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 | 1. Co-teaching English with English teachers  
2. Teaching English in small groups after school  
3. Collecting materials and preparing worksheets for English teachers  
4. Providing I.T. e, g, SBA support to English teachers  
5. Running English language activities together with English teachers after school  
6. Marking written assignments, e.g. English workbooks, worksheets and dictation  
7. Helping English teachers administer Oral Exams and practicing oral English with students  
8. Performing other duties assigned by the Principal and the Panel Head |
| e) Anticipated Outcome | 1. Teachers’ workload is relieved to provide more individual attention to students.  
2. Able to assist the English Panel in curriculum development  
3. Able to help raise students’ English standard |
| 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 = **$165,375.00**  
_the same amount as last year_ |
| 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