

獻主會溥仁小學

2021-2022 年度

學校發展津貼

報告書

2021-2022 年度財政報告

基本的學校發展津貼

編號	項目	數額	作用	全年實際支出
1	Classroom Assistant (PLP-R/W)	1 名	To assist and carry out Primary Literacy Programme the PENT Literacy Programme in 2021-22	\$218,269.36
2	Native English Teacher Service (ELTA)	1 名	To increase students' interest in learning English and opportunity to speak English	\$308,766.70
3	聘用資訊科技助理	1 名	減輕教師非教學工作，讓教師專注發展有效的學與教策略	\$239,400.00
			總數：	\$766,436.06 (截至 2022 年 8 月 31 日)

Po Yan Oblate Primary School
2021-22 Capacity Enhancement Grant Report
Classroom Assistant of PNET Literacy Programme

Classroom Assistant 1:

Serving period: 1st September, 2021 – 2nd January, 2022

Classroom Assistant 2:

Serving period: 14th February, 2022 – 12th August, 2022

Working Hours: 7:45 a.m. – 3:50 p.m. (Monday to Friday)

Estimated Expenditure: \$254,100.00

Actual Expenditure: \$218,269.36

Job duties:

1. Prepare teaching aids, worksheets, students' portfolios, PLP-R/W books;
2. Borrow and return PLP-R/W books;
3. Stock take of books;
4. Participate in lesson planning and evaluation
5. Carry out students' assessment such as reading levels, sight words, high frequency words and other assessments;
6. Manage classroom resources.

Report for Ms Ho Yuen Kwan:

Ms. xx is responsible for the above listed job duties in the PLP-R/W Programme from 1st September, 2021 to 2nd January, 2022. She possesses excellent subject knowledge and professional knowledge in English. She works effectively and efficiently. She always offers help in the programme and she gives valuable suggestions, opinion, interesting and useful ideas to promoting learning English in fun ways. Details refer to the questionnaire result.

Result of the Questionnaire: See Appendix 1

Po Yan Oblate Primary School
2021-22 Classroom Assistant Questionnaire Result

Appendix 1

Ms. xxx is our Classroom Assistant in the school year of 2021-22 from 1st September, 2021 to 2nd January, 2022. In this school year, her main tasks are:

1. Prepare teaching aids, worksheets, students' portfolios, PLP-R/W books;
2. Borrow and return PLP-R/W books;
3. Stock take of books;
4. Participate in lesson planning and evaluation
5. Carry out students' assessment such as reading levels, sight words, high frequency words and other assessments;
6. Manage classroom resources.

The result of the survey is as follows:

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1. Attitude, enthusiasm and co-operation.	85.7%		14.3%		
2. Professional knowledge.	57.1%	42.9%			
3. Competency in English.	71.4%	28.6%			
4. Punctuality and reliability.	85.7%	14.3%			
5. Willingness to assist and support.	85.7%	14.3%			
6. Promoting students' interests in learning English/effectiveness of the NET scheme on the children's learning.	71.4%	28.6%			
7. Contribution to co-planning and co-teaching.	71.4%	28.6%			
8. Manage classroom resources including development of teaching aids and worksheets.	85.7%	14.3%			

Report for Ms Tan Chunyu:

Ms. xxx is responsible for the above listed job duties in the PLP-R/W Programme from 14th February, 2022 – 12th August, 2022. She works effectively and efficiently. She always offers help in the programme and she is hard-working, responsible and can work flexibly. Details refer to the questionnaire result.

Result of the Questionnaire: See Appendix 2

Po Yan Oblate Primary School
2021-22 Classroom Assistant Questionnaire Result

Appendix 2

Ms. xxx is our Classroom Assistant in the school year of 2021-22 from 14th February, 2022 – 12th August, 2022. In this school year, her main tasks are:

7. Prepare teaching aids, worksheets, students' portfolios, PLP-R/W books;
8. Borrow and return PLP-R/W books;
9. Stock take of books;
10. Participate in lesson planning and evaluation
11. Carry out students' assessment such as reading levels, sight words, high frequency words and other assessments;
12. Manage classroom resources.

The result of the survey is as follows:

	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
1. Attitude, enthusiasm and co-operation.	87.5%	12.5%			
2. Professional knowledge.	50.0%	50.0%			
3. Competency in English.	62.5%	37.5%			
4. Punctuality and reliability.	87.5%	12.5%			
5. Willingness to assist and support.	87.5%	12.5%			
6. Promoting students' interests in learning English/effectiveness of the NET scheme on the children's learning.	62.5%	37.5%			
7. Contribution to co-planning and co-teaching.	62.5%	37.5%			
8. Manage classroom resources including development of teaching aids and worksheets.	75.0%	25.0%			

Po Yan Oblate Primary School
2021-22 Capacity Enhancement Grant Report
Native English Teacher Service

Teacher(s): xxx

Contract period: 1st September 2021- 31st July 2022

Estimated Expenditure: \$280,000.00

Actual Expenditure: \$308,766.70

Focuses & strategies:

- To increase students' interest in learning English and opportunity to speak English by the following ways:
 1. The NET teacher provides speaking workshops and other English-related activities
 2. The NET teacher holds games or small group discussions with students and have students participate in conversations with teachers and their classmates

Report:

Because of the COVID pandemic and the special school holiday arrangement, the Native English Teacher Service has been extended to 31st July. With the Native English Teacher Service, 97% of students enjoyed the speaking workshops with the NET teacher. 93% of students thought that the speaking workshops increased their interest in learning English. 95% of students thought that they had the opportunity to speak English with the NET teacher and their classmates. In conclusion, the Native English Teacher Service helped increase students' interest in learning English and opportunity to speak English.

獻主會溥仁小學

2021-2022 年度「學校發展津貼」計劃書

聘用資訊科技統籌員檢討報告

姓 名：xxx

薪 酬：總數為 \$239,400

工作範圍：詳見「學校發展津貼」計劃書

工作報告：從教師問卷調查顯示 xxx 能減輕教師非教學的工作量。xxx 有良好的工作態度，能有效協助及完成教師委派的工作，準確輸入學生資料及考績分數。但調查結果亦反映 xxx 在製作高質素教具及拍攝影片和相片及在協助電腦課堂方面表現稍遜，需要改善。此外，有教師認為歐陽先生欠友善，未能如期完成工作。

（詳見附件一）

檢 討：xxx 需要更主動與老師溝通，建立良好的同儕關係，如遇到工作上的問題，可請資訊科技主任幫忙共同解決問題。另外，提醒他需更主動留意電腦課堂的情況，適時作出協助。亦建議他可多參加與拍攝相關的課程，提升個人專業知識。

附件一

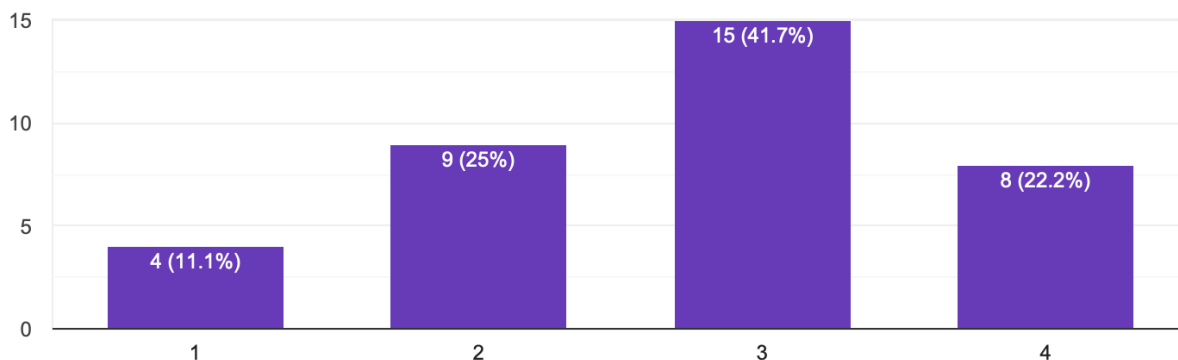
資訊科技統籌員工作表現評估

能否減輕教師非教學的工作量？（1=表現優異，2=表現好，3=未如理想，4=沒有意見）

有效協助及完成教師委派的工作。



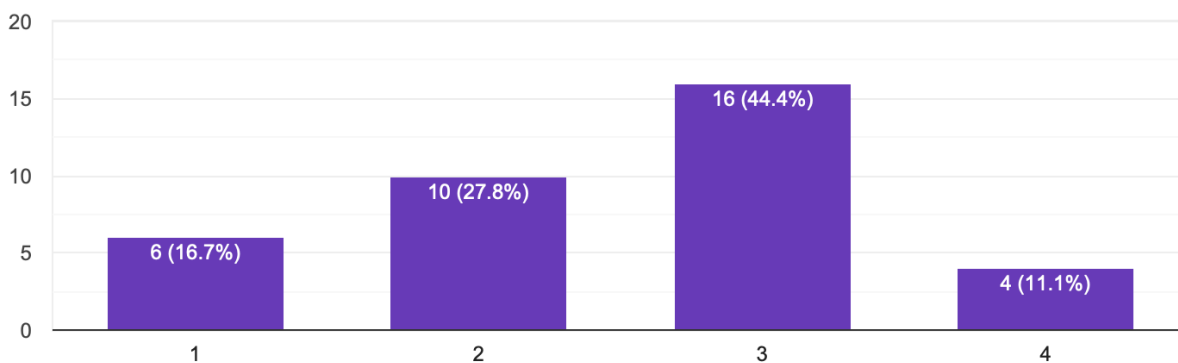
36 則回應



製作高質素教具及拍攝影片和相片。



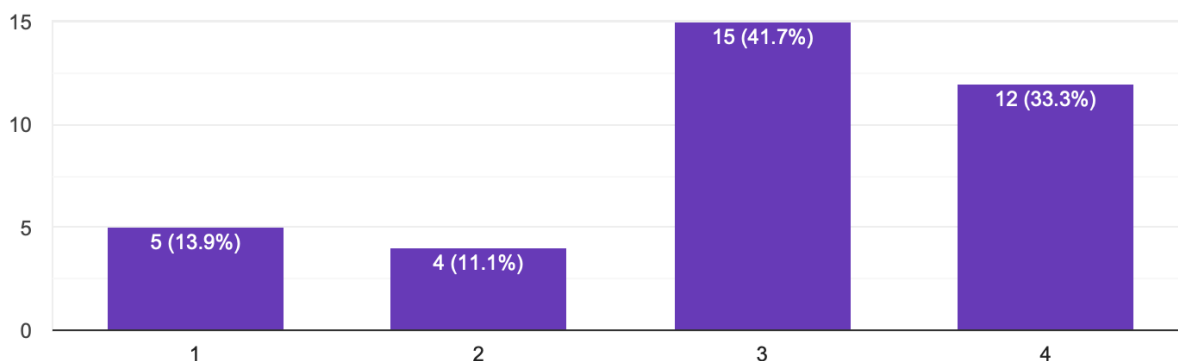
36 則回應



能正確輸入學生資料及考績分數（Websams）



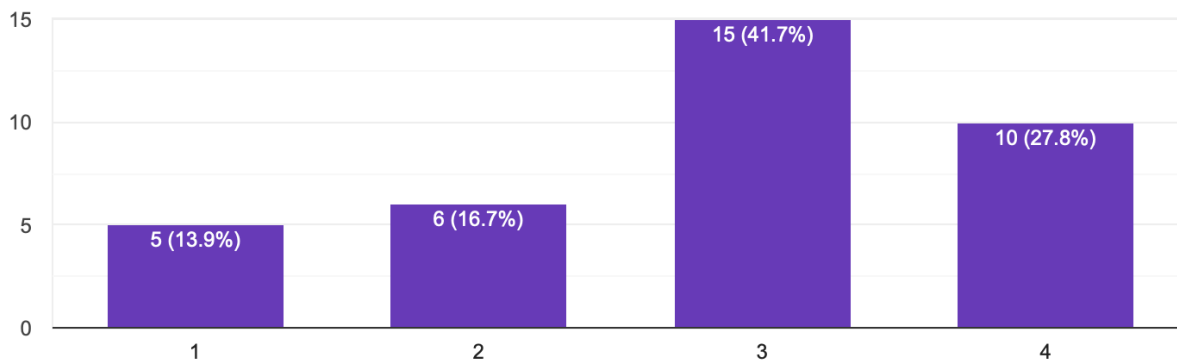
36 則回應



工作態度。

 複製

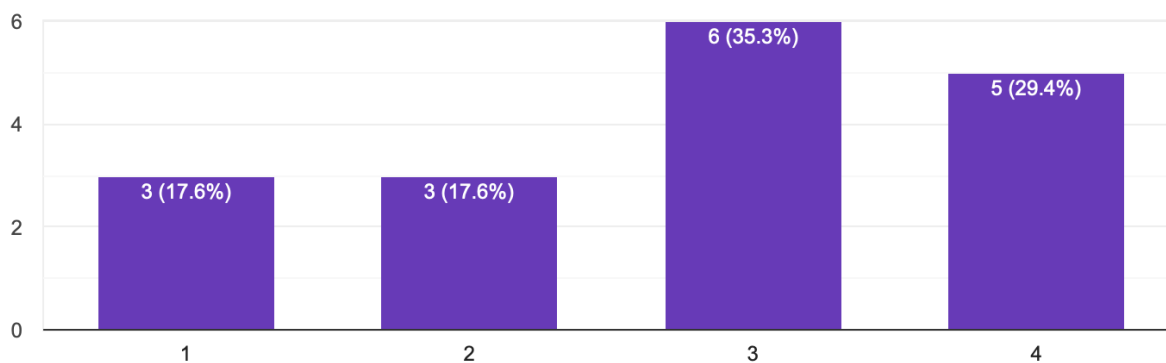
36 則回應



主動協助電腦課堂（只需電腦科任填寫）

 複製

17 則回應



其他意見

 複製

5 則回應

