

Marymount Secondary School
Capacity Enhancement Grant (CEG)
2024-2025

1. Part Time Teacher for Technology & Living

Task Area	Major Areas of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Performance Indicator	Assessment Mechanism	Person-in-charge
To teach Technology & Living	To provide Technology & Living lessons in Junior Secondary	She will take up S1 & S2 Technology & Living lessons	To provide manpower for Technology & Living Panel	September 2024 – August 2025	Students' interest in the subject Students' result in the subject Students' achievement in subject-related activities	Inspection of Students' results Inspection of students' achievement in subject-related activities Evaluation and feedback from students Appraisal by Vice Principal	Mr. Kyle Chan

2. Part-time Teacher for Religious Education and Technology & Living

Task Area	Major Areas of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Performance Indicator	Assessment Mechanism	Person-in-charge
To provide assistance to the Religious Education, Technology & Living Panel	To provide Religious Education lessons in Junior Secondary To provide Technology & Living lessons in Junior Secondary To conduct and provide assistance for Religious & Moral Education Team and Technology & Living Club	She will take up S1 Religious Education lessons She will take up S1 & S3 Technology & Living lessons	To relieve RE teachers in preparing materials for the whole school To provide additional manpower for Technology & Living Panel	September 2024 – August 2025	Students' interest in the subject Students' result in the subject Students' achievement in subject-related activities	Inspection of Students' results Inspection of students' achievement in subject-related activities Evaluation and feedback from students Appraisal by Panel Head	Ms. Bella Law Mr. Kyle Chan

3. Teaching Assistant with Laboratory Duty

Task Area	Major Areas of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Performance Indicator	Assessment Mechanism	Person-in-charge
To provide assistance to the Science Education Department	<p>To assist teachers to supervise the students with diverse interests and abilities in performing science experiments and STEM activities</p> <p>To assist teachers in planning, trying out and conducting science experiments and relevant demonstrations, as well as other science-related activities (e.g. science/STEM-related projects and competitions).</p> <p>To assist teachers in assessing students' performance in science/STEM-related activities, including the smooth implementation of school-based assessments.</p> <p>To prepare, update and manage science/STEM-related materials/resources, including those related to data-capturing systems, digital multimedia resources and web-based materials.</p> <p>To provide support and advice on science/STEM-related learning (e.g. science club activities, "lesson study" in the Science Education Key Learning Area).</p> <p>To prepare, construct, operate and maintain laboratory apparatus and equipment, and to conduct routine laboratory tests.</p>	She will prepare materials for and assist students in Science/ STEM related activities and support and advice on the promotion and monitoring of laboratory safety. She will also need to assist with various school functions and activities	<p>Sharing the workload of Laboratory Technicians</p> <p>To improve safety and risk management</p> <p>To reduce administrative work for teachers</p>	September 2024 – August 2025	<p>Students' interest in the subject</p> <p>Students' achievement in subject-related activities</p>	Appraisal by Panel Head	Mr. Stanley Mak

Task Area	Major Areas of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Performance Indicator	Assessment Mechanism	Person-in-charge
	<p>To purchase laboratory apparatus, equipment and other items necessary for laboratories.</p> <p>To prepare annual estimates of consumables, stores and additional items for laboratories.</p> <p>To keep stores and inventory in laboratories, and to carry out annual stocktaking of all stores and equipment in laboratories.</p> <p>To be responsible for the maintenance of science/STEM-related facilities.</p> <p>To be responsible for all the normal safeguards in laboratories.</p> <p>To provide support and advice on the promotion and monitoring of laboratory safety.</p> <p>To provide support for surveys, record keeping and data management for Committees.</p> <p>To assist with various school functions / activities on weekday evenings, Saturdays and Sundays should there be a need.</p> <p>To undertake any other duties as required by the Principal and vice Principal.</p>						