

**Part B: Project Summary**

**Project Title:** Training for Effective Primary School Vice Principal for the New Era  
優化副校長領導才能 提升學校運作果效

**Project Number:**  
2009/0258(revised)

**Name of Organisation:** The Hong Kong Institute of Education Jointly Organized with The Catholic Diocese of Hong Kong (Catholic Education Office)

**(1) Goals:** To bring benefits to the vice-principal participants, the participating schools, the school sponsoring body, and the educational community at large.

**Objectives:** (a) To offer both practical training and academic study across different aspects of job related performance of a primary school vice-principal; and (b) Through the development of a shared vision and mission with the school sponsoring body as well as global perspectives on education change, promote a cadre of committed and competent senior managers who are capable of taking up the duty of a vice-principal in Hong Kong primary schools.

**(2) Targets:**

Expected number of beneficiaries: One hundred either serving or aspiring vice principals from the 58 primary schools of the Catholic Diocese of Hong Kong with rich teaching experiences and strong academic and administrative backgrounds.

**(3) Implementation Plan:**

(i) Duration: Feb 2010 to June 2011

(ii) Process / Schedule

Theme	Content	Date
Needs Analysis	A Focus group meeting with various stake holders	Feb 2010
Submission of Proposal	Draft up and submit the QEF Proposal	Feb 2010
Needs Analysis	A Questionnaire Survey will be conducted with the potential participants to finalise the content of the training	Sep 2010
Seminars and Talks (1)	12X3 hours Seminar sessions to be held at HKIEd	Oct 2010 to Nov 2010
Seminars and Talks (2)	A 2 days 1 nights retreat at HKIEd Guest Lodge or Hotel/Guest House facilities at Hong Kong/Shenzen area	Dec 2010 to Jan 2011
Action Learning	A school-based strategic action plan is to be drafted up by individual participant and carry them out with the supervision of Project Staff	Jan 2011 till June 2011
Shadowing / Coaching / Mentoring	Each participants will attend two sessions of a two-day attachment	Jan 2011 till June 2011

(iii) Collaboration with other parties / partners: The Catholic Diocese of Hong Kong (Catholic Education Office)

**(4) Products:**

(i) Deliverables / outcomes:

(a) To attain the aims as outlined at this project, the project also intends to set a training model for other primary vice-principals in Hong Kong. (b) A research-based and field-tested performance standards for vice-principals of Hong Kong primary schools which can be used for (i) selection and appointment of senior primary teachers to the post of vice-principal; (ii) developing training programmes for aspiring primary deputy principals; and (c) performance appraisal of primary vice-principals. (c) The serving principals served in the project as tutors can be developed as trainers to provide in-house training to their own teachers. (d) The case studies created specifically for this course will be turned into public domain and disseminated via the homepage of the Learning Community of SPSM. (e) The Learning Community whose on-going professional activities (e.g. regular, seminars, professional-sharing meetings, on-line publications, etc.) can also accommodate the needs of the vice-principals in other Hong Kong primary schools.

**(5) Budget:** HK\$2,234,300.00 including \$200,000.00 is to be responsible by individual participant (or to be supported by the Participating Schools, 100 participants X \$2000); \$2,034,300.00 is to be funded by QEF. The breakdown of QEF is \$614,520 (staffing), \$1,253,800(service), \$8,500 (equipment), \$94,523 (general expenses), \$21,497(Hiring venues), \$41,460 (contingency) respectively.

**(6) Evaluation:**

(i) Performance indicators: A questionnaire survey and teaching of evaluation will be conducted.

(ii) Outcomes indicators: Individual/small group Action Learning Project, Shadowing/Coaching/Mentoring, and Fostering a Learning Community for the SPSM for the future.