



Teach Unlimited Foundation Mentoring and Education Support Program Partner School Recruitment

Introduction

About Teach Unlimited Foundation

Teach Unlimited Foundation (TUF), a Section 88 charitable institution, was founded in April 2011 with the mission to improve education prospects of socially disadvantaged students in Hong Kong through the provision of inspired and inspiring learning experiences.

To achieve the above, TUF offers:

- 1) The placement of two full-time program mentors in schools serving challenging communities to provide customized education support and mentoring to their students.
- 2) A two-year leadership development program for high caliber university graduates, recruited as program mentors, who are to be trained and groomed as role models in guiding, motivating and mentoring the students.

Objectives of TUF's Mentoring and Education Support Program

This one-of-a-kind program is designed to help enhance the education prospects and personal development of underprivileged students who many believe are losing at the starting line.

To level the playing field, TUF, working in conjunction with its school partners, 1) provides extra education support to enhance the pupils' learning motivation; and 2) supports the schools' efforts to improve the pupils' learning attitudes and behaviors through individual coaching and mentoring. We believe that this two-pronged approach will improve pupils' motivation, and in turn their academic and life aspirations in the long run.

Program Details

- The TUF Mentoring and Education Support Program will last for two academic years.
- Two full-time program mentors, who have been trained and will be supported by TUF during the course of the program, are to be placed in schools to provide education support and mentoring to their students.
- The brief of the program mentors is to involve directly in the pupils' learning, and through their customized education support, coaching and mentoring programs, to enhance the students' learning motivation and attitudes.
- The academic subject is to be determined by TUF and the school involved per the assessed needs of the students. English has been the chosen subject for all current and previous projects.
- The TUF approach focuses on small group, dynamic and non-conventional learning experiences.

- Mentoring is an integral part of the program. Program mentors conduct one-on-one and small group mentoring activities for students with demonstrated needs.
- The school and TUF will work together to develop a sustainable program framework to assist with the continuation of the program in the partner schools after the two-year program.
- The program is offered to TUF's partner schools at **NO** costs, with the exception of possible administrative expenses associated with the learning activities organized by program mentors.

Recruitment for School Partners 2016-2018

Partnership with schools, which offers TUF the platform to reach out to disadvantaged students, is vital to achieving TUF's objectives for the society. We are now recruiting schools to partner with TUF for projects to begin in August 2016.

Eligibility

- The applicant should be a government-aided secondary school serving residents of Hong Kong.
- At least thirty percent of its students are from families receiving government assistance.

Please see Appendix I for additional selection criteria; and Appendix II for Partner School Requirements.

Process

- Schools interested in being a TUF's school partner should submit an *Expression of Interest* form (Appendix III).
- Schools are invited to attend a *Briefing Session*. (Appendix IV).
- An official application (Appendix V) is to be filled out by the principal AFTER the *Briefing Session*.
- A *Partnership Exploration Meeting*, to be attended by the school management including the school principal and TUF's leadership, will be arranged.
- Applications will be reviewed by TUF's Partner School Review Committee, appointed by the board of TUF.
- Additional interviews with school management/staff may be requested as needed.
- Applicants will be notified of TUF's decision in writing.
- TUF reserves the right to choose its partner schools; and its decision is final.
- A *Memorandum of Understanding* will be signed by the successful applicants and TUF to confirm details of partnership.

How and When to Apply

- TUF is now accepting applications from all eligible secondary schools as stated above.
- Deadline for submitting the *Expression of Interest Form* and *Briefing Session Form* is February 29, 2016.
- For more information, please contact Alice Chow at 2893 0928 or alicechow@teachunlimited.org



Teach Unlimited Foundation
Partner School Application
Appendix I Partner School Selection Criteria

Basic eligibility:

- The applicant should be a government-aided secondary school serving residents of Hong Kong.
- At least thirty percent of its students are from families receiving social assistance.

In addition to the above, TUF assesses the suitability and needs of the applicants based on the following criteria.

- Sharing by the school management of TUF's mission and objectives, as well as its commitment and passion towards students growing up in challenging environments.
- Commitment by the school management to TUF's unique approach to inspire students to higher aspirations and performance through a combination of education support and mentoring activities inside and outside of classroom.
- Commitment by the school management to sustain the TUF approach after the two-year program period.
- Demonstration of needs as suggested by its student profile, including but not limited to family background, identified learning barriers, and unavailability of similar resources, and etc.
- A supportive school environment favorable for the implementation of TUF's program and delivery of its objectives.
- Other factors considered as relevant or important by TUF.



Teach Unlimited Foundation Partner School Application Appendix II Partner School Requirements

The partner school is expected to provide the necessary support to facilitate implementation of the TUF program. Its requirements include, but not limited, to the following.

- The school will designate a senior staff member as the *champion* who has overall responsibility of the program. The champion, usually the school principal, will ensure proper placement of the program mentors and provision of institutional support to TUF.
- The school principal and the champion, if different from the former, will participate in periodic review meetings with TUF's management and its program staff.
- The school will designate a senior staff member, usually the subject panel, as the institutional coach to provide guidance and support to TUF's program mentors to ensure a smooth and effective program delivery.
- The school will assist with the scheduling of TUF education support sessions, either during class times or after school, to support attendance of TUF learning activities by the targeted students.
- The subject panel head and/or the institutional coach will offer advice and support on the program design, delivery, progress review and evaluation. Once approved, any changes of the implementation plan are to be agreed to by the school team and TUF's management.
- The school management recognizes that mentoring is an integral part of TUF's strategies, and will support the execution of TUF's structured mentoring activities.
- The school management will participate in performance evaluation of the program mentors.
- The school management will support and participate in TUF's research studies to evaluate impacts of its program. This will include supporting TUF's efforts to conduct questionnaires and interviews of teachers and/or students in school.
- Any utilization of TUF's resources for non-TUF programs (as stated in the implementation plan) are to be approved by TUF's management in advance.
- The school will provide TUF's program mentors a designated work space and offer them necessary in-school administrative support.
- The school management will cooperate and coordinate with TUF in all aspects of the program and partnership execution and evaluation.



**TUF Mentoring and Education Support Program
Appendix III Expression of Interest**

This form should be completed by schools interested in becoming a school partner of TUF.

School Name	
Address	
Contact Name	
Position	
Tel Number	
Email	
Website	
Service Area	
Student Population	
Percentage of students from family receiving government assistance	
How did you hear about Teach Unlimited Foundation?	
Why are you interested in our program?	

Deadline for submission is February 29, 2016. Please email the completed Expression of Interest form, together with the Briefing Session form to alicechow@teachunlimited.org or call 2893 0928 for more information.



TUF Mentoring and Education Support Program Appendix IV Briefing Session

Schools should send representative(s) to attend the *Briefing Session* for a better understanding of TUF and the program. *Partner School Application* form is to be completed by schools which want to proceed with the official application AFTER having attended the *Briefing Session*.

Briefing Session

Date: March 3, 2016 (Thursday)

Time: 3:00pm – 4:00pm

Venue: Teach Unlimited Foundation

Address: Room 2801, 28/F, Shun Tak Centre, West Tower, 200 Connaught Road, Central

School Name	
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Representative 1

Name	
Position	
Tel Number	
Email	

Representative 2

Name	
Position	
Tel Number	
Email	

Please email the completed Briefing Session Form, together with Expression of Interest to alicechow@teachunlimited.org by February 29, 2016, or call 2893 0928 for more information.



TUF Mentoring and Education Support Program Appendix V Partner School Application

This form is to be completed by schools which want to proceed with the official application AFTER having attended the *Briefing Session*. If the school is found to meet the minimum eligibility, it will be invited to attend a *Partnership Exploration Meeting* with TUF.

School Information

School Name	
Address	
Contact Name	
Position	
Phone Number	
Email	
Service Area	
Percentage of students from family receiving government assistance	
Why are you interested in TUF's program?	
Additional information you'd like to share about your school	

Program Proposal

(Please note that final implementation details are to be developed by TUF’s program mentors in conjunction with the school team.)

Champion	
Institutional Coach	
Education Support Subject	
Targeted Form(s)	
Proposed activities to be supported/provided by TUF Program Mentors (See attached sample list)	
<p>Proposed intervention times (Check all that apply)</p> <p><input type="checkbox"/> In class (small group teaching or co-teaching)</p> <p><input type="checkbox"/> After school</p> <p><input type="checkbox"/> Lunch time</p> <p><input type="checkbox"/> Weekend</p>	
Please share your initial thoughts on how to sustain the TUF program after two years	

Signature of Principal (with school chop)

Date

Deadline for submission of official application is March 31, 2016. Please return this form to Alice Chow at alicechow@teachunlimited.org or call 2893 0928 for more information.



TUF Mentoring and Education Support Program

Appendix VI Examples of TUF's In-school Activities

The TUF Mentoring and Education Support Program aims to enhance the education prospects and personally development of socially disadvantaged students through inspired and inspiring learning experiences. Specifically, TUF works to enhance the students' interest in learning, and their learning attitudes and motivation.

To effectively deliver its objectives, TUF's teams of program mentors adopt an integrated approach of education support and mentoring, and develop creative strategies to assist, motivate and inspire pupils to higher aspirations and performance.

Below is a list of strategies that have been or are currently employed for your reference:

Structured mentoring

- One-on-one mentoring on learning related issues
- Small group integrated mentoring activities

In-class support

- In-class small group learning sessions

After class sessions

- Small group enhancement and immersion activities
- Small group enhancement for students with special needs (i.e. new immigrants, marginal students)

Extra-curricular activities to build confidence and promote learning motivation

- Radio show
- Quiz and educational games
- School-wide themed activities
- Visits to external agencies/organizations
- Public speaking training
- Dream Pursuing Project

Please be reminded that exact implementation strategies are to be developed by TUF in conjunction with the school per assessed needs of the students.