

AI-READY TEACHING: Quick Start Guide

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What You Have

Complete 6-session CPD programme: 6 PowerPoint decks (67 slides), speaker notes, Scheme of Work, all templates embedded.

The 6 Sessions (60 minutes each)

1. **Foundations** - What AI is, DfE framework → Quality-checked lesson plan
2. **Legal & Ethical** - GDPR, IP, KCSIE → Parent letter + compliance checklist
3. **Teaching & Planning** - Prompt engineering, QA → Differentiated resources
4. **Assessment** - JCQ guidance, feedback → Personalised feedback with accountability
5. **Pupil-Facing** - Risk assessment, safeguarding → Supervised lesson plan
6. **Strategy** - Whole-school implementation → 12-month action plan

Total: 6 hours | Suitable for: Beginners to confident users

Delivery Options

Full series (6 sessions) - Comprehensive, one term

Essentials (Sessions 1-3 only) - 3 hours, foundation coverage

Twilight (One per half-term) - Gradual, practice between sessions

Department-led (Cascade model) - Subject-specific

What You Need

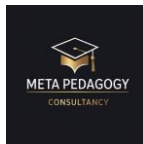
Essential: WiFi, projector, devices for all, ChatGPT access (free), National Curriculum docs

Facilitator: Understand UK curriculum, familiar with GDPR/KCSIE basics, can use ChatGPT

Before Delivery

1. Read all speaker notes
2. Test WiFi and tool access
3. Decide: Full 6 or essentials? Whole staff or volunteers?
4. Prepare backup plan (screenshots if WiFi fails)

During Delivery



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Timing: 60 mins exactly - use checkpoints in notes

Don't skip practical tasks - that's where learning happens

Manage resistance: Validate concerns, emphasise choice, show time-saving evidence

Troubleshoot: WiFi fails = screenshots | Resistant = don't mandate | Running over = cut debrief not tasks

Key Messages

1. Teacher expertise irreplaceable - AI assists, humans decide
2. Legal compliance non-negotiable - GDPR, IP, KCSIE required
3. Always quality-check outputs - never trust AI blindly
4. Start teacher-facing - pupil-facing needs great care
5. Teacher accountable for all outputs

After Delivery

Participants: Implement one thing, document time saved

You: Gather evidence, update policies, plan next steps

Success Indicators

Tasks completed, legal frameworks applied, time saved (30-45 mins/resource), policies updated, learning cascaded

Files:

6 x PowerPoint presentations | Scheme of Work | This README

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