**Structuring Effective Support for Teachers who require additional input to improve**

Session Duration: Approx. 90 minutes (depending on group discussion)

Intentions of the session:

* + To be aware of the internal procedures and policies around addressing and supporting poor performance
  + How to write an effective Action Plan
  + Reflect on the various leadership styles to support with having those difficult conversations

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| Approx. Timings | Activity and Notes | Slides |
| 0-15 minutes | Outline session intentions  Give individuals 90 seconds to write a speed map of their internal processes for capability (SFI) – How well do they know the process to take? |  |
| 15-20 minutes | An overview/recap of the internal processes.   * What is the difference between the formal and informal stage? * How quickly should we be implementing the support procedure? |  |
| 20-35 minutes | What is an effective action plan?   * Defines an end goal * SMART steps to getting there * Prioritise * Set Milestone * Identify resource/next steps/the HOW (Link this last section to the previous session on learning culture. How as a leader can you identify improvement if you yourself are not on the forefront of innovation and development in practice)   Activity: IN small groups, get staff to look at a range of example action plans. Discuss each and ask yourself as a group:   1. Which would have the most positive impact and why? 2. Are there any which you don’t think will have the desired impact to support and improve teaching and learning? If so, why? 3. Other general positive/negative comments   Feedback |  |
| 35- 45  minutes | Why is out leadership style so important when tackling the performance and when structuring the support ongoing?  Quick Activity:  See the source imagePadlet with 2 types of staff on: 1 cocky, does not think they need to improve. 1, lack confidence, tearful, will take negative feedback hard. Get them to just type in first lines of script that shows how you would start the conversation. (90 seconds)  Now consider after that initial conversation and an action plan has been shared: person 1: Reality hits and they become overwhelmed and negative about the amount of things on the action plan. Person 2, Shows willing with process and does everything you say, but quality is still poor. 90 seconds.  Introduce Goleman’s Leadership Styles. Sometimes, our go to approach isn’t always the right one to make our action plans have impact.  In small groups or pairs, discuss the 5 areas of the action plan we discussed before. Think about over time, which leadership styles may come in handy for each stage, particularly if the support isn’t having impact. |  |
| 45-65 minutes | Developing an action plan  In groups, you will be given some supporting documentation (lesson feedback, deep dive writes up, SAR etc) Using this, you need to write an action plan using the Action plan template in the delegates pack.  Consider the 5 areas of writing a quality action plan (define end goal, smart steps, prioritize, set milestones, identify resource – HOW) |  |
| 65-70 | Take 5 minutes now to discuss the leadership styles and considerations you need to give to support driving this specific action point. |  |
| 70-88 | Feedback and Discussion |  |
| 88-90 | Potential Takeaway: What sort of leader are you- Goleman Quiz [What Sort of Leader are You? (skillsyouneed.com)](https://www.skillsyouneed.com/quiz/325444#:~:text=%20The%20quiz%20is%20based%20on%20the%20six,4%20Affiliative%205%20Democratic%206%20Coaching%20More%20) |  |