

Action Plan

Target/area for development	Actions to achieve this	Deadline	Resources	Obstacles	Progress monitoring
For the next lesson I teach (on the 10th of December 2024), I will create three learning outcomes that require critical thinking skills to stretch learners' understandings /capabilities. I will assess them using a quiz at the end of the session, and will get their feedback on whether they feel they have been stretched using an anonymous feedback form	Create a quiz to assess whether learning outcomes have been met or not (one week before delivering the session – Tuesday 3rd December) Create a feedback form for students to fill in after the session (one week before delivering the session – Tuesday 3rd December) Attain feedback from learners after my session to identify whether they believe their understandings and capabilities have been stretched (by Tuesday 10th December 2024 - my next solo teach)	Ongoing deadlines for actions to achieve this (as seen in the column to the left) Deadline to meet the overall target: Tuesday 10th December 2024 (my next solo teach)	Bloom's taxonomy action verb list (to help word the outcomes according to the taxonomies of learning) A quiz A feedback form Feedback attained from my mentor and from students	Time constraints (i.e. not leaving enough time to attain feedback) Overestimating abilities/overcomplicating tasks	
Before the next lesson I teach (on the 10th of December 2024), I will check my slides for ease of visibility and reading. I will prepare my PowerPoint one week in advance, and use a free room to put my PowerPoint on the board and stand at the back of the class to check I can read it from there	Aim for 1-7 lines of text on each slide when creating the PowerPoint Research appropriate colour palettes for individuals with additional needs (by 10th November 2024 – one week from now) Put the PowerPoint on the whiteboard and stand at the back of the class to check if the slides are visible from there (one week before delivering the session – Tuesday 3rd December)	Ongoing deadlines for actions to achieve this (as seen in the column to the left) Deadline to meet the overall target: Tuesday 10th December 2024 (my next solo teach)	PowerPoint slides Books for research A free teaching room/space Interactive whiteboard	Not having enough time to check the font size from the back of the class before lessons/ amend the font size before lessons	
Explore how to use one new digital tool each month to increase my confidence. I will do this by dedicating an hour a week to familiarising myself with, and learning how to use, a specific tool to improve my teaching. I will keep track of my confidence by writing about my experiences in my weekly reflective journal	Select one new digital tool per month Watch videos/read instructions on how to use it Have a go at putting what I have learned into practise Reflect upon this experience	Monthly – the last day of each month	Internet Laptop YouTube/video tutorials Weekly reflective journal	Time constraints Stress and feeling overwhelmed with using new tools Accessibility (i.e. having to pay for tools)	
Incorporate a 10-minute quiz into my next lesson (on the 10th of December 2024). Allow students to mark it themselves against an answer sheet to identify their progress/areas for improvement	Create a quiz that will take around 10-minutes to complete (one week before the lesson – on Tuesday 3rd December) Create an answer sheet for students to use in self-assessing (one week before the lesson – on Tuesday 3rd December) Reflect upon the experience	Deadline to create the quiz and feedback sheet: Tuesday 3rd December (one week before the lesson) Deadline to meet the overall target: Tuesday 10th December 2024 (my next solo teach)	A quiz (with instructions) An answer sheet	Time constraints Student engagement and completion of the quiz	