18 ChatGPT prompts for Subject Leaders

The work of subject leaders is vast, yet all have consistency in the types of work they have to undertake in their leadership role.

Key areas all have to consider broadly fall under the following headings:

1. **Communications,**
2. **Staff Development,**
3. **Curriculum Design and Planning,**
4. **Quality Assurance, and**
5. **Resource Allocation.**

To that end, here are a series of prompts that can help with these key areas.

Please note, like all engagement with Generative AI tools such as ChatGPT, iteration is key. Please take these prompts in the spirit in which they were created; to help you, inspire you, and help reduce some of your workload. Remember do not include any personal data relating to colleagues or students and that adding in consideration and context for your department and setting when trying them out will help.
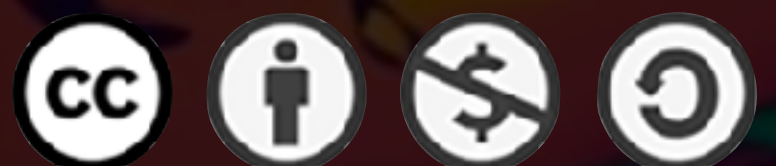
ICT EVANGELIST

1. Communications

a) "Design a template for regular departmental newsletters to staff in [Insert Subject Area], including sections for updates, upcoming events, and best practices."

b) "Create a communication plan for the [Insert Subject Area] department, outlining key messages, target audiences, and communication channels for the academic year."

c) "Generate a set of templates for parent-teacher communications in [Insert Subject Area], including letters, emails, and report comments."

2. Staff Development

a) "Identify staff development needs within the [Insert Subject Area] department based on [Insert Needs Here]. Create a tailored professional development plan for the upcoming academic year, allocating specific time slots [Insert Time Allocation Here] for each development activity."

b) "Generate a set of resources and activities for an upcoming departmental twilight training session focused on [Insert Topic, e.g., Assessment Strategies] in [Insert Subject Area]. Include a section that ties in [insert educational research or pedagogical theories you are focusing on e.g., formative assessment, cognitive load theory] to guide the session's activities and discussions.

c) "Design a peer observation and feedback form tailored to the specific needs and objectives of the [Insert Subject Area] department and our target areas for improvement [insert identified target areas]."

3. Curriculum Design and Planning

a) "Generate a detailed scheme of work for [Insert Subject Area] for the upcoming academic year, adhering to [Insert related National Curriculum POS or Exam Syllabus element]. Include a week-by-week breakdown of topics, sub-topics, learning objectives, and corresponding resources such as textbooks, online materials, and supplementary activities. Ensure that each week's objectives align with [Insert Specific Requirements] and include differentiation strategies for diverse learning needs."

b) "Create a plan for an enrichment curricular club in [Insert Subject Area]. Include the club's objectives, a schedule of proposed activities for a [Insert Number of Weeks] term, meeting once a week for an hour. Also, provide a list of resources needed to effectively engage students outside of regular lessons."

c) "Design an interdisciplinary project that integrates [Insert Subject Area] with [Insert Secondary Interdisciplinary Subject Areas to Complement the Project, e.g., History, Science, Maths] for [Insert Year Group]. Include project objectives, a timeline, and assessment methods."

ICT EVANGELIST

4. Quality Assurance

a) "Create a system for tracking and analysing departmental performance metrics in [Insert Subject Area], including student achievement and attendance."

b) "Generate a set of criteria for lesson observations within the [Insert Subject Area] department, aligned with the school's overall teaching and learning policy."

c) "Design a student survey to gather feedback on curriculum content, and support for learning within the [Insert Subject Area] department."

5. Resource Allocation

a) "Create a budget proposal for the [Insert Subject Area] department for the upcoming academic year, detailing necessary resources and justifying each expenditure. The department would like [insert items and costs]."

b) "Design a resource booking plan that outlines the distribution of textbooks, technology, and other educational materials within the [Insert Subject Area] department We have [insert number of teachers] teachers, teach [number of lessons] lessons per day."

c) "Create a checklist for auditing current resources in the [Insert Subject Area] department, focusing on their relevance, condition, and frequency of use."

6. Miscellaneous

a) Read the following email I have received and summarise it, tell me what I need to respond to and draft a response. Write using the empathetic voice of a subject leader of [subject] at [school name] as an experienced teacher of [insert number] years in education. [Insert email content].

b) Create a meeting agenda for the [insert subject/department] at [school name] at [time], [date], in room [insert room], [duration]. It needs to have the following agenda items [insert list of items] with timings next to each item. Include AOB and Matters Arising.

c) Create a comprehensive Student Voice Survey for [Insert Subject Area] that gathers insights into student safety, happiness, wellbeing, curriculum, teaching, resources, and support. The survey should include a mix of multiple-choice, Likert scale, and open-ended questions. For each category, include at least three questions.

Here's hoping these prompts help you! And don't forget, they're just starters to get you going. Don't forget to iterate!

ICT EVANGELIST