

AI Workflows

4 step-by-step flows to integrate AI into your week — without the overwhelm.

Each workflow is a repeatable process, not a one-off trick. Follow the steps, use the prompts, keep your expertise at the centre.

~2 hrs saved on weekly planning	~1.5 hrs saved on marking & feedback	~1 hr saved on resource creation	~45 min saved on parent comms
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Estimated weekly time savings (individual results will vary)

Workflow 1 — Weekly lesson planning

Run this on Sunday evening or Monday morning to set up the week.

1 Identify your learning objectives first — before touching AI

Open your scheme of work. Write down 1–3 specific learning objectives for each lesson this week. Do this yourself. AI will follow your lead, not replace this thinking.

2 Generate a lesson outline for each objective

For each lesson, paste your objective into your AI tool with this prompt:

"Create a lesson outline for [year group] studying [subject]. The learning objective is: [your objective]. Include: a starter activity, 2–3 main activities with timing, and a plenary. Lesson length: [X] minutes."

3 Review and edit the outline — ruthlessly

Read every suggested activity. Remove anything that doesn't serve the objective. Add in your school's context, your students' prior knowledge, and any resources you already have.

4 Generate supporting materials for your chosen activities

Now that you have a plan you own, use AI to produce specific materials:

"Write [a worksheet / discussion questions / a worked example] for [year group] on [topic]. It will be used for [activity description from your plan]. Pitch it at [level]."

5 Run the Lesson Design Check

Before saving your plan, run it through Lead Magnet 1 — the Lesson Design Checklist. Flag anything that needs revising.

 Keep your scheme of work open throughout. AI doesn't know what you taught last week, what your students struggled with, or what's coming next. You do.

Workflow 2 — Feedback & marking

Use AI to speed up feedback drafting — not to replace your professional reading of student work.

1 Read and sort student work yourself first

Before using AI, skim-read submissions and sort into three rough piles: strong, expected, needs support. This takes 5–10 minutes and gives you the context AI can't have.

2 Use AI to generate a bank of feedback phrases

Rather than generating feedback for individual students, build a reusable bank of phrases you can mix and match:

"Generate 10 written feedback comments for [subject] work on [topic] at [year group] level. Include: 3 comments praising strong analytical thinking, 4 comments addressing common weaknesses like [list 1–2 weaknesses you've noticed], and 3 comments suggesting next steps for improvement."

3 Draft individual feedback using the bank

Combine AI-generated phrases with your own observations. Type the student's name, paste a relevant phrase, then add one specific sentence based on what you actually read in their work. The specific sentence is the part that matters most to students.

4 Generate whole-class feedback in one go

After marking a set, identify the 3 most common errors or misconceptions. Use this prompt to build a lesson starter:

"Write a 10-minute whole-class feedback activity for [year group] on [topic]. The three most common errors in their work were: [error 1], [error 2], [error 3]. Include an example of each error and a correction exercise."

5 Feed insights forward into next lesson

Update your lesson plan for next lesson based on what you've just learned from the marking. Use AI to quickly adapt an activity if needed — but the insight about what your students need comes from you.

 Never paste identifiable student work directly into a public AI tool. Use anonymised or paraphrased examples. Check your school's data and AI use policy.

Workflow 3 — Resource creation pipeline

Build a bank of quality resources faster — without starting from scratch every time.

1 Start with a resource brief, not a blank prompt

Before prompting, answer these 4 questions in writing: What is the resource for? Who is it for? What should students be able to do after using it? What format works best (worksheet, card sort, quiz, reading, etc.)?

2 Generate a first draft

Paste your brief into this structure:

"Create a [resource type] for [year group] studying [topic] in [subject]. Purpose: [your purpose]. Students should be able to [learning outcome] after completing it. Format: [your format]. Difficulty: [level]. Length: approximately [X] questions / [X] minutes of work."

3 Edit for accuracy, tone and fit

Review every question, instruction, and piece of content. Fix factual errors. Adjust the reading level if needed. Remove anything off-topic. Add your school's context, terminology, or examples where relevant.

4 Create differentiated versions

Once you're happy with the base version, use AI to produce adapted versions quickly:

"Take this resource: [paste your edited resource]. Create: (A) a scaffolded version for students who need more support — add sentence starters, a word bank, and a worked example. (B) an extended version for students who need more challenge — add one open-ended application question and remove the scaffolding."

5 Save to your resource bank

Store every resource you create in a folder labelled by topic, year group, and resource type. Over time, you'll build a bank you can reuse and adapt — and prompts that worked well become your personal prompt library.

 Iterate, don't rebuild. If an AI-generated resource is 70% right, edit it — don't prompt again from scratch. Editing is always faster than re-generating.

Workflow 4 — Parent & carer communications

Draft professional, warm communications faster — while keeping your authentic voice.

1 Note the key facts before drafting

Write down the core points you need to communicate: the issue or update, any action required, the tone you want (celebratory, concerned, informational), and any context about the student or family.

2 Generate a draft communication

Use this prompt to produce a first draft:

"Write a [email / letter / short note] to a parent or carer about their child's [progress / behaviour / achievement / attendance]. Key points to include: [your bullet points]. Tone: [warm and professional / firm but supportive / celebratory]. Keep it under [X] words. Do not use jargon."

3 Personalise with one specific detail

The AI draft will be generic. Before sending, add one specific, genuine detail about the student — something only you would know. This transforms a template into a real communication. Remove anything that feels off or inaccurate.

4 Use AI to prepare for a difficult conversation

If you're facing a sensitive parents' evening appointment or a tricky call, use this prompt to prepare:

"I need to discuss [concern] with a parent. Their child is in [year group] and the issue is [brief description]. Help me: anticipate 3 questions the parent might ask, draft a calm response to each, and suggest how to end the conversation positively with a clear next step."

5 Follow-up notes and records

After a call or meeting, use AI to help you document quickly:

"Summarise this parent conversation into a brief professional record: [paste your rough notes]. Include: date, key points discussed, any actions agreed, and next review date."

⚠ Always read and edit AI-drafted parent communications before sending. Never send an unedited AI output to a family. Your professional voice and accurate detail are non-negotiable.

The goal isn't to use AI more. It's to teach better with less wasted time.

Pick one workflow. Run it this week. Build from there.