

Practical Teacher Tools

4 plug-and-play tools for the admin and planning tasks that eat your time.

Each tool includes: what it's for, a ready-to-use prompt, a fill-in template, and a practical tip.

01 Report comment generator	02 Rubric builder template	03 IEP / SEN accommodation prompts	04 Sub / cover lesson pack builder
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Tool 01 — Report comment generator

Writing report comments is one of the most time-consuming tasks in teaching. This tool helps you produce a polished first draft in seconds — which you then personalise with specifics only you know.

The core prompt

"Write a [X]-word school report comment for a [year group] student in [subject]. The student's name is [Name] and their pronoun is [he/she/they]. This term we studied: [topics]. Their overall performance level is [emerging / developing / secure / exceeding]. Key strengths: [2–3 strengths]. Areas to develop: [1–2 areas]. Include one specific target for next term. Tone: positive, professional, and honest. Avoid jargon."

Adapting the prompt

For a struggling student:

"Same prompt above, but add: 'The student has faced challenges. The comment with empathy, acknowledging effort and progress."

For a high-achieving student:

"Same prompt above, but add: 'The student is working well. The comment with independent thinking, leadership, or going beyond the set task."

Fill-in template — use this before prompting

Student details
Student name & pronoun
Year group / level
Topics covered this term
Performance level ☐ Emerging ☐ Developing ☐ Secure ☐ Exceeding
2–3 key strengths
1–2 areas to develop
Next term target

💡 Write the student's key strengths in your own words BEFORE running the prompt. That detail is what makes the comment feel personal — not generic. AI writes the sentences; you supply the truth.

Tool 02 — Rubric builder template

A well-built rubric saves you marking time, reduces student confusion, and makes your assessment criteria transparent. Use this prompt to generate a rubric for any task — then edit it before sharing with students.

The core prompt

"Create a marking rubric for a [task type — e.g. essay, presentation, lab report, project] on [topic] for [year group] students in [subject]. Include 4 performance levels: Emerging, Developing, Secure, and Exceeding. Assess the following criteria: [list 3–5 criteria]. For each criterion, write a clear, student-friendly descriptor at each performance level. Keep each descriptor to 1–2 sentences."

Example rubric structure (edit after AI generates it)

Criterion	Emerging	Developing	Secure	Exceeding
Criterion 1	Attempts the task with limited accuracy or structure.	Shows basic understanding with some accuracy. Needs more development.	Demonstrates clear understanding. Work is accurate and well-structured.	Shows sophisticated understanding. Makes insightful connections beyond the task.
Criterion 2	Response is unclear or incomplete.	Some relevant points made but explanation is limited.	Clear, relevant response that addresses the task fully.	Detailed, original response that goes beyond expected level.
Criterion 3	Little evidence of [skill].	Beginning to apply [skill] with support.	Applies [skill] consistently and accurately.	Applies [skill] independently with flair and precision.

💡 Share the rubric with students BEFORE the task, not after. Students who understand success criteria produce better work — which means less heavy-duty feedback for you.

Tool 03 — IEP / SEN accommodation prompts

These prompts help you quickly adapt existing lessons, tasks, and resources for students with identified needs — without starting from scratch. Always involve the SENCO and review against the student's actual support plan.

Adapting a resource for a specific need

"I have this [resource / task / set of instructions]: [paste resource here]. Please adapt it for a student with [specific need — e.g. dyslexia / ADHD / autism / dyscalculia / anxiety / low working memory]. Changes to make: reduce text density, simplify sentence structure, add visual cues where helpful, and break instructions into numbered steps. Keep the same learning objective."

Generating differentiated support strategies

"I'm teaching [topic] to a [year group] class. I have a student with [need]. Suggest 5 practical in-lesson strategies I can use to support their access and engagement — without singling them out or requiring a separate resource. Include strategies for: instructions, independent work, group work, and assessment."

Writing IEP-style targets

"Help me write 3 SMART targets for a [year group] student with [need] in [subject]. Each target should be: Specific to a measurable classroom behaviour or skill, achievable within [half term / term], and written in plain language that a student, parent, and teacher can all understand. Also suggest one success indicator for each target."

Creating a support resource bank

Word banks & glossaries:

"Create a student-friendly glossary of the 10 most important terms in [subject]. Each term: a plain-English definition in one sentence, one example, and one sketch."

Sentence frames & starters:

"Write 8 sentence frames a student with [need] could use. Frames should support: making a point, giving evidence, and drawing a conclusion."



These prompts produce starting points — not personalised support plans. Always cross-reference with the student's EHCP or support plan, and consult your SENCO before implementing significant adaptations.

Tool 04 — Sub / cover lesson pack builder

A cover lesson that doesn't need you to be there. The goal: work that is genuinely worthwhile, self-explanatory for any cover teacher, and appropriate for your students — without requiring hours of preparation.

The core cover lesson prompt

"Create a self-contained cover lesson for a [year group] [subject] class. Topic: [topic — can be revision or extension of recent work]. The lesson should last [X] minutes. Requirements: no specialist teacher knowledge needed to run it, all instructions visible on one sheet, students work independently or in pairs, task has a clear output. Include: a brief context paragraph for the cover teacher, a starter activity (5 min), a main task (25–30 min), and a reflection question to finish. Provide an answer guide or model answer for the cover teacher."

Cover lesson fill-in planner

Cover lesson details

Class & year group

Subject & topic

Lesson length

Where students are in the unit

(e.g. 'We just finished X, they haven't done Y yet')

Any students with specific needs to flag

Location of any resources already prepared

Work to be collected / submitted

Variations for different cover scenarios

Revision cover lesson:

"Create a 45-minute revision lesson on [topic] for [year group] (answers), 20-minute 'fix the mistakes' activity using [concept] scheme. Self-marking wherever possible."

Reading & response lesson:

"Write a reading and response cover lesson about [topic] 500 word reading passage at [level], 5 comprehension questions, 5 response questions. Provide answers for all questions."

 Build your cover lesson pack before you need it. Set aside 20 minutes each half term to create one self-contained cover lesson per year group you teach. When absence happens — and it will — you'll already be prepared.

You now have the full Modern Classroom Teacher Starter Kit.

01

Lesson Design Checks

02

Classroom Starter Prompts

03

AI Workflows

04

Practical Teacher Tools

Pick one thing from this kit. Use it in your next lesson. That's how it starts.