

# PERSONAL ACTION PLAN

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Target: \_\_\_\_\_

How will I get there?	Activities	When? Start? Finish?	How will I know that I have succeeded?

Resources/support required:

Outcomes expected:

**Agreed monitoring activities:**

Target

Individual Action Plan / Personal Action Plan

**SUCCESS CRITERIA / EXPECTED OUTCOMES**

Action	Lead person	Start / end date	Monitored by	Method of monitoring	Resources / finance / INSET

## Personal Action Plan: An Example

Name:

Date:

**Target:** To improve your management of the students' behaviour in your class

How will I get There?	Activities	When? Start? Finish?	How will I know that I have succeeded?
Getting the students' attention	<ul style="list-style-type: none"> <li>■ Projecting voice at right pitch</li> <li>■ No talking over students' talk</li> <li>■ Have something useful / interesting to say</li> </ul>	Immediate start – ongoing	Students quickly pay attention – listen carefully
Providing a work programme which engages the attention of all students	<ul style="list-style-type: none"> <li>■ Ensure that work is pitched at the right levels for all students</li> <li>■ Ensure that programme is sufficiently active, and of interest to all students</li> <li>■ Positive, constructive feedback</li> </ul>	ASAP – ongoing	Lessons engage and motivate all the students
Clarifying strategies for rewards and sanctions	<ul style="list-style-type: none"> <li>■ Agree classroom rules with students discuss acceptable / unacceptable behaviour</li> </ul>	Beginning of next half term – complete within 2 weeks, but subject to amendment	Agreed classroom rules displayed prominently in classroom – students keen to adhere to them
Reinforcing positive behaviour	<ul style="list-style-type: none"> <li>■ Where possible, ignore unacceptable behaviour taking action where absolutely necessary</li> </ul>	ASAP – ongoing	Tone, atmosphere in classroom of good standard
Reducing unnecessary noise in the classroom	<ul style="list-style-type: none"> <li>■ Caretaker asked to check chair leg rubbers</li> <li>■ Use group strategies for moving around classroom</li> </ul>	End of term – during holidays ASAP – ongoing	Reduced noise levels in classroom

### Resources/support required:

- Help needed to plan work of SEN group - John Sarah, Tony
- Discuss behaviour management with school educational psychologist
- Attend course on 'Managing Behaviour in the Classroom'.

### Outcomes expected:

- Students on task and challenged
- Relationships between teacher and students more effective
- Calm, purposeful atmosphere
- Reduction in interruptions and referrals

### Agreed monitoring activities:

- Discussion half-term with subject leader
- 2 x 20 minute observation by subject leader focusing on management of behaviour