**Action Plan Template**

Your Action Plan does not have to take this format, but here is an example of how you might organise your goals over the coming weeks and months.

Your CPD focus, your dream role, and the amount of time/ energy you are able to commit around your personal and family responsibilities will influence the size of your Action Plan and at The MTPT Project, we know that **less** done **well** has greater impact than lots done badly. Do what feels right for you!

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| **Action** | **Timeline** | **Notes** |
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**Example (Secondary English Teacher):**

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| **Action** | **Timeline** | **Notes** |
| * Research GCSE set texts and which are most popular
 | * This week
 | * What are local schools studying? How can I find this out? Websites?
* Can social media/ the internet help with most popular texts nationally?
 |
| * Purchase, re-read and annotate x 2 most popular texts
 | * Finished by October half term
 | * Make time after school drop off to do this – with a coffee, make it enjoyable
* At least 15 mins at a time to make it manageable
* Audiobooks/ films available for less popular texts?
* How can I reward myself for this CPD to keep myself motivated?
 |
| * Find an English teacher contact to ask questions
 | * By October half term
 | * Can social media/ The MTPT Project help with this?
* Contacts from previous schools?
 |
| * Explore exam specifications and complete some exam papers like a student
 | * October half term – after finishing the texts
 | * Is this realistic? Children will be off school – talk to partner and ask for some time at the weekend when the children aren’t in the house
* Can we do any visits as a family during half term that link to the texts?
 |
| * Research and complete some online English Language and Literature teaching CPD
 | * During November
 | * What is available for free/ low cost?
* Can English teacher contacts help with this?
* Who are the ‘big names’ in English teaching at the minute – are they offering anything?
* Build in a morning ‘study’ slot when I’m awake and energized and so that I can reflect on ideas throughout the rest of the day
* Is there anyone I can talk to regularly about this to help with my reflections and understanding? Build a network wider than my first English teacher contact
 |
| * Review Action Plan
 | * After Christmas
 | * Take stock of what I’ve learnt since September – review and re-plan Action Plan
* Am I ready for the ‘job applications’ session yet?
* What about KS3?
* Can I visit any schools?
* What questions have the last few months thrown up?
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