

AI: PRACTICAL SKILLS FOR PRIMARY TEACHERS

YOUR CLASSROOM,
YOUR RESOURCES



The Challenge

Teachers are under more pressure than ever.

Workload is relentless, planning time is shrinking, and the demand for differentiated, engaging resources never stops. AI tools are no longer the future — they are here, they are accessible, and the teachers who know how to use them are reclaiming hours every week.

But navigating AI without guidance can feel overwhelming. Which tools actually work for primary classrooms? What makes a good prompt? How do you ensure quality and accuracy? How do you know when AI output is ready for your class — and when it still needs your professional eye?

This course is designed to answer all of that — practically, confidently, and with your classroom at the centre.



What Is This Course?

AI Practical Skills for Primary Teachers is a full-day, hands-on INSET course designed specifically for primary school teachers and teaching assistants. Every session is built around doing, not just discussing.

From the very first activity, participants have AI tools open in front of them, completing real tasks and producing real resources. The day opens with a live demonstration in which the trainer generates a complete classroom resource pack in real time, using a topic chosen from the audience — establishing immediately what AI can do and what the day will deliver.

One question drives everything we do:



How can this AI tool save me time and effort in creating learning materials for my class? That is the lens applied to every demonstration, every task, and every comparison between tools throughout the day.

By the end of the session, participants will not just understand how AI can support their teaching — they will have already started using it, with real resources to take back to their classroom.



What You Will Learn

Practical Prompting Skills

Learn how to communicate with AI tools effectively using the RCI framework — Role, context, Information — a clear, repeatable method that works across every AI tool covered on the day. Prompting is a communication skill, not a technical one.

Ready-Made Classroom Resources

Leave with AI-generated materials you have created yourself during the day: differentiated worksheets, lesson plans, reading comprehensions, extension activities, visual resources, and more — all reviewed and ready for use.

Six AI Tools — One Informed Day

Get hands-on with chatGPT, claude, and canva AI as your primary tools, with structured exposure to Gemini, DeepSeek, and MagicSchool AI. Understand what each does best, when to use each one, and how they compare.

Time-Saving Workflows

Discover how a single topic can generate a complete, differentiated resource pack in minutes, how iterative AI conversations replace hours of manual drafting, and how to build a personal prompt library you can reuse across the year.

Your Own AI Teaching Assistant

configure a custom GPT in chatGPT and a claude Project — persistent AI workspaces pre-loaded with your teaching context, class profile, and preferred output formats — so every future prompt gets better results from the start.

Responsible, Informed AI

use understand how LLMS work, why AI sometimes gets things wrong, and how to critically evaluate output before it reaches a pupil. Every session reinforces the principle that AI produces drafts — you shape the final version.





The Day at a Glance

A fully facilitated, six-hour programme. Every section includes trainer demonstration, hands-on participant tasks, and structured share back discussion.

Time	Session	Focus
09:00 – 09:25	Welcome & Signature Exercise	Live demonstration: a complete resource pack generated in real time from an audience topic. Frames the day's central question.
09:25 – 10:30	Session 1: Talking to AI	From minimal prompts to structured RCI prompts. Iterative conversations. AI self-review. Tasks 1–4.
10:30 – 10:45	Morning Break	
10:45 – 11:15	Section 2: Your Master Prompt	Building a personalised, reusable master prompt to plug into any AI tool. Take away task (Task 5).
11:15 – 12:15	Section 3: Tour of the Tools	ChatGPT modes and features (Task 6) · Gemini in Google Docs (Task 7) · MagicSchool AI templates (Task 8).
12:15 – 13:00	Lunch	
13:00 – 13:30	Section 4: Understanding AI	How LLMs work · The context window · Why AI gets things wrong and how to fix it · Tasks 9–10.
13:30 – 14:15	Section 5: Your Teaching Assistant	Build and configure a Custom GPT with your own teaching context. Explore ready-made GPT tools. Tasks 11–13.
14:15 – 14:30	Afternoon Break	
14:30 – 15:00	Section 6: Real conversations	Conversational prompting from idea to finished resource. Pull prompting. Differentiation and extension. Tasks 14–16.
15:00 – 15:25	Section 7: canva AI	Image analysis · AI-generated classroom visuals · Complete visual resource production. Tasks 17–19.
15:25 – 16:00	Section 8: claude Projects	Set up a persistent Claude Project for your subject area. Subject templates. Claude vs ChatGPT comparison. Task 20.
16:00 – 16:15	wrap-up & close	Key takeaways · Personal next-steps action plan · CPD certificate distribution.



Your AI Toolkit

Six Tools, One Informed Day

PRIMARY TOOLS — USED THROUGHOUT THE DAY

ChatGPT

The most versatile AI assistant available. Used throughout the day for prompt engineering, resource generation, iterative conversations, and building a custom GPT teaching assistant. Participants explore chatGPT's modes — Instant, Thinking, and Auto — and its specialist features including web search, image generation, and canvas.



Claude

Exceptional for longer, more structured resource development. Participants set up a Claude Project — a persistent AI workspace pre-loaded with teaching context — for ongoing use after the course. Particularly strong for differentiation, curriculum-aligned writing, and extended resource packs.



Canva AI

Transforms AI-generated text into professionally designed, print-ready classroom materials. Participants use Canva's AI image analysis and generation tools to produce original visuals and complete visual resources — no prior design experience required.



COMPARATIVE & EXPOSURE TOOLS

Gemini

Google's AI assistant, integrated directly with Google Docs. Participants use Gemini to draft a lesson plan inside a Google Doc — output arrives as editable text, ready to save and share. Ideal for schools already using Google Workspace.



DeepSeek

Used alongside chatGPT for selected comparison tasks, giving participants direct experience of evaluating AI output quality across different platforms — an important skill for making informed tool choices.



SPECIALIST TOOL

MagicSchool AI

Built specifically for educators. Participants use MagicSchool AI's template-driven tools — including the worksheet generator — to produce ready-made classroom resources without complex prompting.





CPD Accreditation

AI Practical Skills for Primary Teachers is a fully certified CPD programme, awarding **6 CPD Points** upon completion of the full-day session.

Each participant receives a personalised CPD certificate suitable for inclusion in their professional portfolio and annual performance review documentation.

Senior leaders may use attendance records and CPD certificates to evidence whole-staff or team professional development within their school improvement plan.



Who Is This Course For?

Ideal for:

- Primary school classroom teachers (KS1 and KS2)
- Teaching assistants and HLTAs
- Subject leads and curriculum coordinators
- Senior leaders responsible for staff CPD
- Whole-school and year-group teams

No prior experience required.

The course is fully accessible to teachers who have never used AI tools before, while offering enough practical depth to engage and challenge more confident users. Every task has been designed with a mixed-confidence group in mind.

IDEAL GROUP SIZE:

10 to 20 participants per session. Bespoke packages available for multi-school and trust bookings.



What Teachers Are Saying

"I came in sceptical and left genuinely excited.
Within the first hour I had already made
something I could use on Monday morning."

— Year 4 class Teacher, Primary School, London

"The prompting framework alone was worth the
entire day. It completely changed the way I think
about asking AI for help with my planning."

— KS2 Phase Lead, Academy School, Birmingham

"Our whole staff team attended and the conversations it
sparked about resource design have been brilliant. A
really well-paced, practical day."

— Assistant Headteacher, Primary School, Manchester

Practical Details

LOCATION

Delivered at your school – no travel required for your team.

SCHEDULE

Flexible scheduling across INSET days, staff training days, and twilight sessions. We recommend booking at least four to six weeks in advance.

PARTICIPANTS NEED

A laptop or tablet per participant with internet access. A Pre-Course Preparation Guide is shared in advance, including account setup instructions for all tools used on the day.

PARTICIPANTS RECEIVE

- Participant Training Manual (printed or digital)
- CPD certificate (6 points)
- Appendix pack: re-usable prompt patterns, master prompt template, subject templates, and Claude vs ChatGPT comparison guide
- Post-session follow-up email with key tool links and resources

PRICING

Please contact us for pricing and availability. Bespoke packages are available for multi-school and trust bookings.

Ready to Book?

Contact us to discuss availability
& arrange your school's INSET day.



novaeducation.uk



contact@novaeducation.uk