

Active Schools Staff Capability Guide

A quick guide to helping staff feel confident and supported to put your Active Schools priorities into practice.

Start with one school priority

Use the priority already identified in your Active Schools Action Plan. Focus on the staff support needed to get started, rather than creating another plan.

Our priority: _____

1 Identify the support staff need

Consider the people involved in this priority. What would make it easier for them to take action? Select one or two needs.

Confidence	Seeing a practical example or trying a small change with support
Knowledge	Understanding the approach, purpose or inclusive adjustments
Practical skills	Learning how to organise, adapt or lead an activity
Time and resources	Access to ready-to-use ideas, equipment or planning time

2 Build on strengths already in your school

Who is already doing something well? Invite them to share an idea, model a strategy or support a colleague. Include classroom teachers, education support staff and other relevant staff.

Existing strength or person who could help: _____

3 Choose one practical way to build capability

See it in action	A colleague models a strategy in a lesson, meeting or activity
Try it together	Two staff members trial an approach and reflect briefly
Share a resource	Provide a short guide, activity idea or relevant KPA page
Learn and adapt	Use a focused professional learning opportunity, then test one idea

4 Put support into practice

Choose one small action and check whether it helped. Keep the next step achievable.

We will... _____

Who will help? _____

When will we try
it? _____

How will we know
it helped? _____

Example: More movement in classrooms

Priority: Increase movement during classroom learning.

Staff need: Some teachers would like simple ways to include movement without disrupting lessons.

Support: A colleague demonstrates two short active breaks at a team meeting. Teachers choose one to trial over the next fortnight.

Check-in: Staff briefly share what worked, what needed adjusting and whether they want another example.

Keep it manageable

Start small. Make support relevant to the school priority and accessible to the staff involved. Adapt approaches for different students and school settings. Use the relevant Key Priority Area pages for practical ideas and resources.

Next step: Record any agreed support or follow-up action in your existing Active Schools Action Plan.