



Book Lesson Plan 2 - Staff Interviews

Learning Objectives

- To use a range of appropriate strategies to edit, proof-read and correct spelling in their own work, on paper and on screen
- To set their own challenges to extend achievement and experience in writing
- To use varied structures to shape and organise text coherently
- To select from a wide range of ICT programs to present text effectively and communicate information and ideas

Preparation

Copy the third page of this lesson plan, which gives staff profile examples. Alternatively, you may wish to enlarge these or provide a copy per pupil or small group. Arrange with the staff members a date and time for the interview. Before the lesson, split your class into groups, so each group can interview a member of staff.

Introduction

In the lesson, bring your class together and explain that today they will be working on the Leavers' Book project. Show them the example copy / example pages of the staff interviews. Explain that you have selected groups for the class to work in, and move them into their groups. Provide each group with a copy of page 2 of this plan and the name of the person they will be interviewing.

Main Teaching Activity

The groups need to decide who is responsible for what, for example, who is going to ask the questions? Who is going to write the answers down? Who is going to type the interview up? Who is going to take photos? (Photo-taking in this lesson is optional, please see the notes section below.)

When prepared, the groups can then interview the member of staff using the questions on page 2 of this lesson plan. There is space for the answers. Remind pupils they need to record the information accurately and if they miss anything, to ask the teacher to repeat their answer.

Plenary

Once the groups have written their interviews ask them to swap their interview sheet with another group. They are to read each other's interview. The groups are to provide feedback; something they like about it and a suggestion on how it could be improved. Allow time for improvements to be made.

Differentiation

Less able pupils can be responsible for taking photos or typing the answers up.

More capable pupils can write the answers on the interview sheet and organise who is responsible for what in the group.

Notes

This is the second lesson plan of 4. Plan 1 covers pupil profiles. Plan 3 covers school awards. If you are adding the optional newspaper report page to your school's leavers' book, please see Plan 4.

Members of staff will need to provide a recent photo of themselves to accompany their interview. Alternatively, you can ask pupils to take photos of the staff in the interview.



Interview Sheet

Fill in the answers in the spaces provided. Remember to check your spelling is correct, especially for names!

Write the name of person you are interviewing here _____

Position (i.e. Head Teacher) _____

The Questions

(Read the questions out to the person being interviewed.)

What is your favourite memory of *insert class name*?

What did you want to be when you were younger?

What is your favourite expression?

Little Known Fact?

What was your favourite subject when you were at school?

Who or what inspires you?

Most exciting place I have visited?

The one thing I will miss the most from our leavers?

(Are there any other questions you'd like to ask before you finish the interview? Write them down in the space below.)

At the end of your interview, remember to thank the person for their time and let them know that their interview will be included in your Leavers' Book!

EDWARD FRANCIS PRIMARY SCHOOL

Staff Profiles



Mr. Smith

Headteacher

How long have you been teaching at Edward Francis?

Over a year now!

When I was younger I wanted to be ...

A teacher of course!

Who/what inspires me?

Mrs Smith

Favourite movie/T.V. programme

Breaking Bad

What is your favourite memory of us?

When we had a snowball fight at the beginning of one term!

Little-known fact

I did a parachute jump for charity.