

DEVELOPING RELATIONSHIPS with schools in West Yorkshire



Important Information for all STEM Ambassador activities involving young people

The teacher should be with you at all times when you are delivering or supporting an activity and is responsible for the behaviour and control of the students. Teachers are also responsible for risk assessing any practical activities in schools so it's crucial you ensure you keep them informed of the activity you are planning including details of any props you are hoping to bring with you on the day and any potential risks with the activity of which you're aware.

Questions to ask the Teacher (or organiser of the activity)

As soon as we have put you in direct contact with the teacher at the school, you should use this as your opportunity to ask any questions about the activity and what to expect on the day. Some guidance questions that you may want to ask are listed below:

How many students will be attending the activity and what age will they be?

What is the range of special needs in the class? Will any of the students have a special needs assistant with them?

How many male and female students will there be at the activity?

Have the students been told anything about the activity to prepare them beforehand? If yes, what information have they already been told?

Will there be any other adults, apart from the teacher, in the room with you when you're doing your activity e.g. teaching assistants?

What have the students learnt recently that may link in with your activity? Is your activity gauged at the right level?

What follow-up will the teacher be carrying out with the students to link into the curriculum?

Practical information (to help you be **prepared** on the day)

How much time have you got for your activity?

What equipment will you need to bring with you on the day? Is it possible for any of the equipment you need for your activity to be provided by the school on the day?

What time should you arrive on the day to ensure sufficient time to get yourself set up?

What are the rules regarding acceptable behaviour in the classroom?

Practical information (to help you with **webconferencing**)

More and more STEM Ambassadors are becoming involved with schools via a virtual activity, and we can support you doing this via our own webconferencing software. Make sure you sign up to be trained to use this with us and also consider the practicalities of supporting schools in this way. Here are some of the key considerations:

Have you had a test run with the teacher to ensure your internet connection is working?

Have you arranged somewhere quiet so you won't be disturbed or distracted by noise during your activity?

Are you able to guarantee that you'll be able to commit the time required and won't be interrupted by pressing work commitments?

Practical information (to help you feel **confident** about your activity)

There are lots of things you can do to help you feel as prepared and confident as possible on the day of your activity. Here are some suggestions that you may find helpful:

Ensure you interact with all the students including giving them a chance to ask questions or have a go at doing something practical themselves

If you're planning something practical, make sure you have a practice run first! This helps you ensure it works and also assists you in gauging how long the activity may take on the day.

Vary how you deliver your activity e.g. brief presentation followed by practical activity. This will help keep the students engaged!



West Yorkshire STEM is part of Research Toolkit Ltd, the STEM Ambassadors Programme and Schools STEM Advisory Network contract-holder for West Yorkshire.

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This information sheet draws upon more detailed material provided on the STEM ambassadors website.