****

**The Charter Schools Educational Trust**

# **AI in Education: A Guide for Teachers**

AI in education offers exciting opportunities—but it must be used with intention, awareness, and care. As educators, our role is to guide students not just in using AI, but in understanding it—critically, ethically, and creatively.

## **🤖What Is Artificial Intelligence (AI)?**

AI refers to computer systems capable of performing tasks that normally require human intelligence—like understanding language, recognising patterns, and making decisions. In education, AI is becoming part of platforms students and teachers use daily.

### 🚨 **Caution: AI is Not a Silver Bullet**

It's important to recognise:

* AI should **support, not replace** teachers.
* **Ethical and responsible** use must be taught.
* **Bias and Inaccuracy**: AI can reproduce social biases or provide incorrect information.
* **Privacy and Data Protection**: Some tools collect and store user data.
* **Overreliance**: Excessive dependence may weaken students’ critical thinking.
* **Academic Integrity**: AI misuse can blur lines between student work and machine-generated content.
* **Environmental Impact** (AI uses much more energy than other online tools.)

If you're marking coursework or a **Non-Exam Assessment (NEA)**—like in English, Computer Science, Art, or DT—pupils must **follow JCQ rules**.

The **Joint Council for Qualifications (JCQ)** says:

* **AI tools must not be used to do your work for you.**
* You can use AI tools to help you but you must clearly say or cite if you got ideas or help from AI tools.
* Submitting AI-generated work as your own is **cheating** (called malpractice)

## **✅ Benefits of AI in education.**

**Teaching and Learning**

* Adapting materials for your group
* Creating ready made practice questions
* Crafting model answers
* Generating effective explanations and step-by-step examples
* Marking quizzes
* Generating lesson plans
* Providing instant feedback
* Stimulating ideas
* More inclusive classrooms
* Students could also use AI for:
* Essay help and feedback
* Creative inspiration (e.g., music, art, writing)
* Research support (summarising, explaining)

➡️ Result: Empowered, independent learners.

**Personalised Learning**

* AI can adapt content, pace, and feedback to suit individual student needs, helping:
* Struggling learners catch up
* Advanced learners move ahead
* All learners stay engaged

➡️ Example: AI-powered platforms like adaptive learning systems (e.g., Sparx, Century, Khan Academy) tailor lessons based on a student’s performance.

**Admin**

* AI tools can handle repetitive tasks such as:
* Supporting with grammar, spelling and tone
* Supporting with report and letter writing
* Supporting with newsletter and other communications
* Completing data analysis
* Agenda writing and strategic planning
* Marking quizzes

➡️ Result: Teachers have more time to focus on creative instruction and student relationships.

## **🚀How to get started with AI**

### **1. Start with a purpose**

* Identify your specific need or problem: e.g spending lots of time on lesson planning, feedback, differentiation, etc.
* AI should not replace everything.
* Choose tools that support solving your problem.

**2. Stay informed**

* Read the school AI policy.
* Use Copilot or Gemini.
* Join the AI Working Party (email adavies@tcset.org)

### **3. Responsible use**

### Do not share private data with any AI tool.

* Be transparent with parents and school leaders about how AI is used.

### Model to colleagues and pupils how AI can support—rather than replace—thinking and creativity.

### **4. Start small, reflect and share**

* Trial one tool or strategy in a specific lesson or unit or task.
* Monitor impact on engagement, learning outcomes, and workload.
* Share what you have learned with colleagues.

## 

## 

## 

## 

## 

## **Example tools**

This list is not exhaustive and is intended to get you started.

While these tools offer time-saving and engagement benefits, teachers should:

* Review outputs for accuracy and bias
* Use tools in line with GDPR and safeguarding standards

| **Problem** | **Example tools** | **Benefits** |
| --- | --- | --- |
| Writing letters | Copilot or Gemini | Helps with tone and ‘polish’. |
| Workload | <https://teachmateai.com/> | AI teaching tools designed to support you every day — from creating bespoke lesson plans or instant teacher presentations to generating personalised student reports. |
| Setting homework and revision | Seneca, Sparx etc | Smart revision platforms, personalised learning |
| Taking minutes, recording actions | [Otter.ai](http://otter.ai), TeamsMaestro | Real-time transcription, summaries and actions |
| Planning lessons | Aila <https://labs.thenational.academy/>,  Diffit | Build a tailor-made lesson plan and resources in minutes |
| Posters / presentations | Canva | Canva is used in education to create visually engaging and interactive learning materials, presentations, and projects. |
| Marking and assessments | <https://www.nomoremarking.com/?countryCode=GB> | Fast large-scale writing assessments using Comparative  Judgement with highly reliable human-validated AI |
| CPD on LLM | [https://teachingwithchatgpt.org.uk](https://teachingwithchatgpt.org.uk/explore#Other-ways) | Really helpful website on how to use ChatGPT. Although we recommend Copilot or Gemini. |