



Creating an Inspire Club Class for the Inspire Scholars Programme

Guidance Document 2023/24

Guidelines for future Inspire Club Classes

Based on our experiences and feedback from Inspire Teacher Leads, we have developed a list of criteria for new Inspire Club Classes. These criteria ensure that an Inspire Club Class is engaging for students, suitable for delivery by a teacher coordinator without specialist subject knowledge, and is appropriate to include as a resource in the Inspire Scholars Programme.

1) Content and materials criteria

i) Student audience

The students in the Inspire Scholars Programme are high-achieving and motivated learners, aged 13-16. Writing content for an intelligent, non-specialist audience is appropriate. This age group are often best engaged through variety, so different kinds of activities, or opportunities to change between written and video content, often work well.

ii) Specialist knowledge

The programme aims to get students excited about learning! This means that each student will experience Inspire Club Classes in a wide range of subjects. The Inspire Scholars Programme is managed locally at each participating school by an Inspire Teacher Lead (ITL). It is not the expectation that the ITL will be, or will become, an expert in every subject area in order to deliver this programme. Therefore, Inspire Club Classes should introduce material which does not require any specialist subject knowledge in order to run the class. Including one or two specialist concepts is absolutely fine, so long as they are explained without relying on other subject knowledge, and only require 15-20 minutes of preparation.

iii) Links to the national curriculum

It is important to note that the Inspire Club Classes are not designed to teach curriculum material to students. The Inspire Club Classes are designed to offer new subjects and ideas, and to make links between subjects. Links to the national curriculum are considered when designing an Inspire Club Class, but only to illustrate parts of the curriculum which may be supplemented by the Inspire Club Class.

iv) Longevity

These Inspire Club Classes will be delivered to new cohorts of students in future years. Using current examples to support your Inspire Club Classes, such as news stories, may be relevant. However, current news may evolve, or become less relevant for future years, so do be mindful when using particularly timely references.

v) Further reading/extension activities

To allow students who particularly enjoy the Inspire Club Class to learn more, we ask that you include two to three extension resources with your plan. These could be talks and articles, or games or online tools which address this topic. Students should not have to pay to access the



material, and it should be age appropriate (ages 13+). Extension resources should be included in a table on a worksheet, or a separate summary document that students can take away with them.

vi) Branding

The Inspire Club Class materials you create will become part of the Inspire Scholars Programme for Years 9, 10 & 11. To retain our programme's identity, it is important that all resources are similarly branded and formatted. Template documents with St John's branding, fonts and colour schemes will be provided for this purpose. When creating resources in a non-standard format, the St John's College crest and the St John's Inspire logo should be included on the resource. You are not permitted to use the St John's College crest, St John's Pre-GCSE Inspire logo, template documents or formatting to create documents other than for the St John's Pre-GCSE Inspire Programme, unless with the written permission of the College.

vii) Resource ownership

All lesson plans, resources and materials (physical or digital) produced as part of the St John's Inspire Scholars Programme will be the property of St John's College, and may be modified, reproduced and distributed freely by the College or any partner organisations or institutions, for any purpose, in any medium and on any platform. There is no obligation on the part of the college to use any of the resources produced. You will be named as the creator of the Classes on our website.

viii) Copyright

Copyright is a type of intellectual property. It acknowledges the creator of an image (or any other work for that matter) and restricts the right to reproduce or modify it to that author. Copyright does not have to be applied for; it is automatically assumed for any work a person creates.

2) Inspire Club Class Format Criteria

i) Length

Inspire Club Classes are delivered in after-school sessions once every fortnight. During this time teacher coordinators may also have paperwork for other Inspire Programme events (such as Oxford Study Days, or Aspiration Days) to process. Students are also provided with light refreshments and a break in this time. The length of material in an Inspire Club Classes should aim to be between *60-70 minutes long*. Many Inspire Club Classes often contain:

- A final task which is flexible in timing, such as a discussion, debate or opinion piece can help ensure students have a suitable level of tasks.
- Including an extension activity or discussion question which the group can consider if they have extra time may be appropriate.
- Many workshops include a small extension task or activity; designing this task so that it can be begun during the Inspire Club Class if there is time left over can be helpful.

ii) Number of tasks

We have found that the Inspire students are enthusiastic and enjoy spending time on a task to consider it in depth. When too many tasks were included, students did not always complete the



class and were disappointed at missing out. Therefore, a class should ideally have two to three main tasks which students can focus on. Additional introduction material for a task, such as a short video, can aid in understanding and is not included in this limit.

iii) Digital and physical requirements

Since Inspire Club Classes are not necessarily delivered in computer rooms, resources which require students to use the internet or computers during the workshop should be clearly labelled so that Inspire Teacher Leads can plan in advance to book computers. In any activity for which physical activity is required (such as moving around a room), please also provide a non-physical alternative to account for any students who have limited mobility.

iv) Formats of teacher resources

To support colleagues delivering the Inspire Club Classes, the most useful documents to include as part of your content creation are:

- **Lesson plan:** Include the learning objectives (both skills-based and knowledge-based), and list all resources required for the Inspire Club Class. This document should serve as a starting point and guide for any teacher coordinator opening an Inspire Club Class pack for the first time. The lesson plan also includes an overview of each part of the workshop, and explains how it meets the learning objective, alongside the resources required and an estimated timeframe. Any links to the National Curriculum should be included here.
- **In-lesson support:** in-lesson support is any material designed to aid the teacher coordinator deliver an Inspire Club Class in a subject area which may not be their specialism. This includes PowerPoint presentations to guide the lesson, video resources to explain specialist topics and answers to frequently asked questions.
- **Answer videos/sheets:** where a workbook/worksheet or activity asks students to calculate an answer, a guided answer will be provided for teachers. If more suitable, a video answer may be provided; video resources of this kind are particularly designed for teacher coordinators to view prior to an Inspire Club Class so they feel more prepared to answer questions on a new topic. Similarly, for debate and group discussion questions, prompts and suggested answers will be provided to aid teacher coordinators in mediating student discussion.

3) The Inspire Club Class Development Process

A flow chart summarising the Inspire Club Class creation process and key milestones is provided below. All individuals producing Inspire Club Classes for the Inspire Scholars Programme will be required to sign a letter of engagement with the College. **Typically, a fee of £364.00 is paid for creation of a full pair of classes and associated resources;** please see the FAQs below for more details about this. To express an interest in creating an Inspire Club Class, or for any questions, please email: inspire@sjc.ox.ac.uk.



Stage 1

- Initial discussion
- Right to work checks completed and contract signed

Stage 2

- Outline lesson plans submitted
- Meeting to discuss lesson plans, feedback provided
- Amendments made (if required)
- Invitation to proceed to next stage

Stage 3

- Full lesson plans & resources submitted
- Meeting to discuss Inspire Club Class resources, feedback provided
- Amendments made (if required)
- Confirmation of final resources/Invitation to proceed

Stage 4

- (Optional) Additional resources may be required, e.g. videos
- Meeting to discuss additional resources, feedback provided
- Amendments made (if required)
- Confirmation of final resources

Stage 5

- Inspire Club Classes resources sent to teacher coordinators for feedback
- Resources finalised based on feedback



Frequently Asked Questions

“Should I base my Inspire Club Class on the national curriculum?”

The Inspire Club Classes are designed to offer new ideas and thoughts, and to make links between subjects. This does not have to go into deep subject knowledge and can instead use analogies or examples to illustrate points. Therefore, you should not base your Inspire Club Classes on the national curriculum, but on a specific topic that you find interesting.

However, in order to help students and teacher coordinators link Inspire Club Class content to students' subject lessons, points in the national curriculum which are related to that Inspire Club Class may be highlighted. Where relevant, national curriculum points are typically included at the end of the lesson plan for the Inspire Club Class.

“Will I be paid at an hourly rate?”

Remuneration is made in fixed lump sums, based on completion of agreed stages, rather than on number of hours worked. The total payment for completion of all stages of a pair of lessons is £364.00. (In some cases, production of a set of lesson plans and materials may be split between more than one person, in which case the fixed lump sums will be divided between each person.)

In addition, completion of additional explanatory videos and/or other supplementary resources, where required to aid teacher understanding or delivery of the lesson, may be paid additionally, on agreement with the Inspire Team. This will be based on an hourly rate of £28.00, with an estimated time allocated of 2 hours.

“Can I use the materials I create in my other outreach work, for example in local schools?”

Unless otherwise agreed, all lesson plans, resources and materials (physical or digital) produced as part of the St John's Inspire Scholars Programme will be the property of St John's College. St John's College will own and retain all copyright of the created materials. Therefore, any materials created for the programme cannot be reproduced, edited or rebranded without the express permission of St John's College.

“Can I get involved in the St John's Inspire Programmes for other year groups?”

St John's College also offers an online programme (Inspire Critical Thinking) for non-selective state school students in Years 9, 10 & 11 nationwide, and a separate programme for Years 12 & 13 students. If you would be interested in contributing your specialist knowledge to create an article or lecture, we would be delighted to hear from you! Please email inspire@sjc.ox.ac.uk.