**DELIVERING ASSEMBLIES**

**This Best Practice Guide is designed to help you plan and deliver assemblies.**

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| **PLAN** |
| As part of the Ethos programme, you'll have opportunities to lead assemblies during Christmas and Easter, with additional chances throughout the year. You can also ask to deliver a slot in another person’s assembly and this guidance applies for those settings too.   * **Plan Thoroughly**: Dedicate time to carefully plan your assembly. Define your theme clearly and decide on the key message you want to communicate. Consider what you want students to **think**, **do**, or **feel** in response to this message. Even if the resource is already created you need to take time to ensure you know it well. Familiarize yourself thoroughly with the content you’ll be presenting. If you’re working with others, be clear on your specific responsibilities to ensure a seamless delivery. Have more material than you need and know what you can cut out. * **Adapt for Context:** Adapt the Assembly for your context where needed. Check which Year Group you are delivering to and make any necessary adjustments. Is the message you are giving to a Year 7 student going to be the same as Year 11? * **Practice Strong Introductions and Conclusions**: Ensure that both your introduction and conclusion are impactful. Start the assembly with a strong opening ("take off") and finish with a clear, memorable conclusion ("bring it into land"). * **Prepare Resources in Advance**: Gather all necessary resources and book any required equipment well ahead of time. Avoid leaving these tasks until the last minute to ensure everything runs smoothly. Don’t get caught short on the day! * **Set Up Early and Clean Up Properly**: Arrive early to set up the space and ensure everything is in place. After the assembly, take responsibility for clearing away any materials and leaving the area tidy. Be punctual. * **Check Timings Carefully:** If you have a 20-minute slot for example, assess how much of that time is truly available for your presentation. Consider any other activities or announcements happening during that period. Factor in the time it takes for students to enter and exit the hall to ensure you can deliver your message effectively within the remaining time. E.g. Often a 15-minute assembly slot means you only get 10 minutes delivery.   **Structuring Assemblies**  If delivering one of our pre-existing resources or creating your own we recommend linking to DECA.  Each of our Ethos Learning Outcomes are linked to our DECA Framework.The purpose of this is to help students understand our ethos learning outcomes and know how to put them into practice. Assemblies follow this format:   * DISCOVER: What do I need to know and why? * EXPLORE: How do I deepen my understanding? * CONNECT: What does it mean for me? * APPLY: How do we put it into practice?   Using this flow will ensure students not only gain knowledge about a subject but are able to wisely apply it to their lives. |

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| **DO** |
| **Be Confident:** Assemblies can be intimidating, but confidence grows with practice. If you're nervous, consider partnering with another staff member. Not everyone is comfortable speaking to 200 Year 9 students, especially on a Monday morning, but it's a great chance to make a broader impact and engage students with a positive message.  **Tips for Delivery**  Here are five delivery tips for executing brilliant school assemblies:   1. **Engage with Eye Contact**: Maintain eye contact with different parts of the audience to make your delivery more personal and keep students engaged. It helps create a connection and shows confidence. 2. **Use Clear and Confident Voice**: Speak clearly and project your voice so that everyone in the room can hear you. Vary your tone and pace to keep the audience interested and emphasize key points. 3. **Incorporate Visual Aids**: Use visuals like slides, videos, or props to reinforce your message. Visual aids can make your assembly more engaging and help students retain information better. 4. **Involve the Audience**: Encourage student participation through questions, quick activities, or by inviting volunteers to the front. This keeps the assembly interactive and makes students feel involved. 5. **Keep it Concise and Focussed**: Stay on topic and avoid overloading students with too much information. Keep your assembly focussed on your key message and aim to deliver it in a clear, concise manner.   **Engaging Students Effectively**   * **Make a Strong First Impression**: Remember, this may be the first and sometimes only contact you will have with some students—first impressions last. * **Be Authentic**: Be yourself. Deliver your message with confidence and clarity to establish credibility and engage your audience. * **Be Memorable**: Use stories and anecdotes, as they tend to stick with the audience and make your message more impactful. * **Incorporate Diverse Learning Styles**: Use a variety of teaching methods—visual, auditory, kinaesthetic, and participative— to cater to different learning preferences and keep the audience engaged. * **Maintain a Dynamic Pace**: Keep the assembly moving to sustain interest. Avoid long, monotonous segments by varying activities and pacing. * **Stay Focused on the Theme**: Stick to your central theme and keep the audience focused on the main message throughout the assembly. * **Engage Individuals**: Speak directly to individuals by maintaining good eye contact. Avoid talking to the floor or the back wall to keep the audience engaged. * **Practice and Time Your Delivery**: Rehearse your assembly to manage your time effectively. Have more material than you need and be prepared to adjust on the fly.   **Teach don’t Preach**   * **Incorporate Faith Thoughtfully**: Assemblies are a “collective act of worship,” so use them as an opportunity to share a thought from a Christian perspective when appropriate. * **Respect All Beliefs**: When discussing faith-based topics, use inclusive language like “As a Christian, I believe that…” to acknowledge and respect people of all faiths and none.   **Apply Appropriate Behaviour Management**   * Be prepared to use behaviour management techniques if needed to maintain order and respect during the assembly. * Ask for support from Staff if you need. |

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| **REVIEW** |
| * **Measure Impact Effectively**: Use a variety of methods to gauge the impact of your assembly or lesson. Collect data through statistics, student voice, and impactful stories. Consider using tools such as our online survey system, post it notes, tutor group feedback, exit polls, focus groups, or staff feedback to gather insights. * **Seek Staff Feedback**: After the session, ask staff for constructive feedback on what worked well and what could be improved. Use this input to refine your approach for future sessions. * **Engage with Students**: Speak directly with students to assess whether the key message resonated with them. Observe their understanding and retention and be prepared to make adjustments to improve clarity and effectiveness in future deliveries. |