

STAFF TAKE-AWAY GUIDE

Using RockettAI well

A quick guide for choosing, creating, reviewing and reusing useful work

The starting question

What finished result do I need, and which RockettAI tool is designed to help me create it?

1. Choose by the finished result

Need	Examples
Plan and prepare	Lessons, sequences, explanations, worksheets and classroom activities.
Assess and adapt	Questions, rubrics, feedback support, simplification and checks for understanding.
Lead and operate	Letters, policies, agendas, action plans, briefings and school communications.

2. Build a checkable input

Input	Question to answer
Purpose	What are you producing, and for whom?
Context	What non-sensitive information genuinely matters?
Constraints	What must be included, avoided or aligned?
Format	What structure will make the result easiest to use?
Checks	What should RockettAI flag rather than invent?

Useful instruction

If local facts, dates or policy wording are missing, ask RockettAI to mark them as [CHECK] rather than inventing them.

CHECK BEFORE USE

3. Review the draft

- ☐ Accuracy: facts, calculations, terminology and completeness.
- ☐ Fit: year group, curriculum, purpose and requested format.
- ☐ Safeguarding: privacy, bias, accessibility and unintended harm.
- ☐ Voice: professional tone, local context and clarity.
- ☐ Approval: the right person has checked the result before it is used or shared.

4. Use RockettAI safely

- ☐ Use the school-approved RockettAI account and tool.
- ☐ Include only the information the task genuinely needs.
- ☐ Safe Mode helps protect supported detected personal details; it does not make every task appropriate.
- ☐ Keep safeguarding, assessment and other high-consequence decisions with responsible people.
- ☐ Follow your school's or MAT's local policy, approval and reporting routes.

Remember

A polished first draft is not the finished professional work. Edit before copying, exporting, saving or sharing.

My first RockettAI task

Task <i>One routine, low-risk task I repeat</i> 	Tool <i>The RockettAI tool that matches the finished result</i>
Check <i>The quality or risk check I will apply</i> 	Share <i>Who I will ask, tell or share learning with</i>

Open RockettAI: <https://rockettai.com> | Resources: <https://rockettai.com/resources>