

THE ASSISTANT PRINCIPAL

The 30-second script

Plan it, practise it, use it the same way every time.

A short, private, planned conversation for low-level behaviour. Write your own words for each step, practise them aloud until they fit in 30 seconds, then use them consistently. Name the behaviour and its impact, never the child.

STEP	FOR EXAMPLE	YOUR WORDS
1 **Approach quietly** Get to their level, use their name, keep it private.	*"Sam, can I have a quick word?"*	
2 **Name the behaviour and its impact** Describe what you saw and what it does to learning or to others.	*"I noticed you were talking while I gave instructions. It means others couldn't hear what to do."*	
3 **Expectation and consequence** Restate the routine calmly. Name what happens if it continues.	*"Our expectation is that we listen when someone is speaking. If it continues, you'll stay two minutes at break to catch up."*	
4 **Recall when they got it right** Point to a specific time they met the standard.	*"Remember on Monday, when you helped your group finish the experiment? That's what I need today."*	
5 **Thank them and walk away** Don't wait for a reply or argue. Give take-up time.	*"Thank you for listening."*	

PRACTISE IT

- Say it aloud until it takes 30 seconds or less
- Same behaviour, same words, from every adult
- Calm, flat tone: no sarcasm, no audience
- Walk away; follow up later if needed

SCRIPT YOUR THREE MOST COMMON BEHAVIOURS

Behaviour	Its impact

Make it yours. Use the examples as a starting point, then write the words you will actually say. Share scripts across a team so students hear one consistent voice.

Informed by the 30-second intervention in Paul Dix, *When the Adults Change, Everything Changes* (2017). Free to use and adapt in your school.