Education and Early years common KSBs

This document is intended for use with Trailblazer groups as a tool to support writing knowledge, skills and behaviour statements and grading descriptors. Statements and descriptors can be contextualised and altered where relevant to the subject sector and are dependent on the chosen assessment method. Suggestions offered should be seen as a starting point for further refinements. Changes to command verbs may need to be applied in line with the assessment method used.

KSB Category	Level	Knowledge	Skill	Pass grade descriptor	Distinction grade description
Assessment	L3	The principles of assessment to include validity, authenticity, currency, sufficiency, and reliability.	Applies sustainable assessment practice consistently working within organisational, legal, and ethical frameworks, including confidentiality and safeguarding.	Explains how to plan and conduct valid assessment in line with the principles of assessment and with the organisational and legal frameworks.	Evaluates the impact of ethical frameworks in the creation of valid assessment.
Assessment	L3	The range of assessment methods that are used, understanding why they are chosen for different purposes and assessment settings.	Apply defined standards accurately and consistently in assessment delivery, and supports judgements with clear, reliable, and sufficient evidence.	Applies assessment methods accurately and consistently, recognising their different purposes and how incorrect use can affect validity and reliability.	None.
Assessment	L3-L6	How to plan inclusive assessment	Apply inclusive assessment in practice to support wider skills development.	Explain how to apply inclusive assessment in support of wider skill development.	None.
Communication	L3	The range of verbal and non-verbal communication methods which support assessment practice, including effective questioning techniques.	Communicate effectively to support learner comprehension, using verbal and non-verbal techniques.	Demonstrates effective communication methods which improve learner comprehension, including both verbal and non-verbal techniques.	Evaluates how different communication methods and technique's function and facilitate learner engagement and comprehension.
Communication	L3	Communication techniques and approaches to interact with a range of learners to meet their requirements including the ways that current and emerging technologies can support communication.	Use a range of communication methods, including technology, with other professionals to meet the individual needs of the learner.	Applies suitable communication techniques, via appropriate technologies for the stakeholder, to ensure professionals meet the needs of the learner.	None.
Communication	L5	The variety of communication techniques suitable for different contexts and how to adapt these for specific purposes and audiences including leading sensitive conversations	Apply communication style, method, and terminology to reflect the needs of the audience including individual learners, colleagues, stakeholders.	Adapts communication methods, style, and terminology to meet specific purposes, audiences, and needs	Evaluates and evidences the impact of different communication methods, style, and terminology in different contexts, reflecting on and recording effects to improve practices.
Confidentiality	L3-6	The principles of confidentiality in a professional context and relevant activities in line with the 'duty of confidence'.	Report and share information related to individuals in line with the 'duty of confidence'.	Explains how the 'duty of confidence' is adhered to when reporting and sharing information. Demonstrates the duties of confidence in professional practices, including when recording, reporting, and sharing information on individuals.	None.
Legislation	L3-6	Prevent, safeguarding, confidentiality and health and safety legislation, guidance, and procedures.	Comply with legislation, guidance, and organisational procedures for Prevent, safeguarding, confidentiality, health, and safety.	Describe the importance of complying with prevent and safeguarding legislation and the reason procedures must be followed. Demonstrates compliance with relevant legislation, guidance, and organisational procedures on safeguarding, health and safety, confidentiality, and Prevent in their professional practices.	None.

Continuing Professional Development (CPD)	L2-3	Principles of continuing professional development (CPD).	Participate in training and development activities and the impact of learning on own role. Apply self-reflective practices, identifying appropriate training and development opportunities, and review and record progress and improvements in own role.	Explains the importance of identifying own CPD needs and how CPD participation has improved own role. Applies self-reflective practices, reviewing and recording improvements and progress in own role, and engaging in professional development	Evaluates the impact of development activities on ways of working. Evaluates professional development needs, identifying appropriate training and development opportunities, and implementing measurable learning and development action plans.
Continuing Professional Development (CPD)	L3-5	The importance of identifying and evaluating own learning and development needs. The value of self-reflection and evaluating own learning and development needs	Participate in training and development activities and evaluate the impact of learning on own practice. Participate self-reflective practices, evaluate professional development needs, identify appropriate training and development opportunities, and implement measurable learning and development action plans.	Explains the importance of identifying own CPD needs and how CPD participation has improved own practice. Applies self-reflective practices, reviewing and recording improvements and progress in own role, and engaging in professional development	Evaluates how participating in training and development activities have improved their own practice. Evaluates professional development needs, identifying appropriate training and development opportunities, and implementing measurable learning and development action plans.
Data protection	L2 -L3	Data protection, confidentiality, informed consent and safeguarding.	Maintain records complying with quality, confidentiality and data protection requirements.	Maintains accurate records on paper or electronically after gaining informed consent in line with task requirements.	Explains the importance of maintaining records in line with quality and data protection requirements.
Equity, Diversity, and Inclusivity	L2-3	Principles of equity, diversity, and inclusion in the workplace.	Follow equity, diversity, and inclusion rules.	Describes how they follow and support equity, diversity, and inclusion rules in their workplace.	Demonstrates, evaluates, and promotes equity, diversity, and inclusion in their professional practices.
Equity, Diversity, and Inclusivity	L4+	Principles of equity, diversity, and inclusion in the workplace. Unconscious bias.	Demonstrate, communicate, promote, and effectively apply equity, diversity, and inclusion practices in the workplace, including procedures which address unconscious bias.	Explains how they apply equity, diversity, and inclusion procedures to support inclusion in the workplace, taking account of unconscious bias.	Explains the benefits of supporting a diverse and inclusive culture for the business.
Evidence-based practice	L4-6	Models of evidence-based practice The importance of evidence-based professional practice.	Apply evidence-based practice to evaluate own practice. Apply evidence-based practices to professional areas of responsibility, including the evaluation of their own practice.	Outlines the model(s) of evidence-based practice they have applied to evaluate their own practice. Applies evidence-based practices to their areas of responsibility, including in the evaluation of their own professional role and performance.	Justifies the use of evidence-based models used to evaluate their own practice. Evaluates the validity and reliability of the evidence-based practices in their professional role and workplace contexts, confirming their relevance and value, and improving judgements, impacts, and outcomes.
Feedback	L2-L3	Methods of providing feedback to inform progression.	How to give constructive feedback for the purpose of progress and achievement.	Provides feedback to inform progression.	None.
Feedback	L3	The importance of providing frequent, professionally informed, and constructive feedback.	Provides detailed, targeted, and evidence-based feedback at appropriate points.	Provides detailed, targeted, and evidence-based feedback at appropriate times in learner development, supporting motivation, learning, and positive reinforcement of progress.	None.
Feedback	L5	Principles and practices of assessment and feedback.	Applies assessment principles and practices effectively, recording evidence and providing informed and constructive feedback.	Explains the principles of feedback.	None.

Pedagogy	L3-L6	Pedagogical theories of learning and how to apply this theory to teaching practice.	Apply current and authoritative research and evidence to inform and improve learning opportunities and learner performance.	Applies current research theories and evidence to inform and improve learning opportunities and learner performance.	Evaluates and applies current, authoritative, and varied research theories and evidence to inform and improve learning opportunities and learner performance, justifying choices with examples of their value and impact.
Questioning	L2	The principles and value of various questioning and listening techniques and understands how they are applied.	Uses questioning techniques that encourage reflection, curiosity, enquiry, and progression in children.	Explain the principles of questioning and listening techniques and how different techniques can be used to encourage reflection.	None.
Recording and storing data and information	L3-6	Ways to use, record and store data and information securely and in line with General Data Protection Regulation (GDPR) requirements and local and national policies, including the safe use of technology.	Use, record and store data and information related to individuals securely and in line with GDPR requirements and local and national policies, including the safe use of technology.	Uses, records, and securely stores information and data according to GDPR requirements and other relevant legislation, using technology safely and securely	Safely uses a range of technology to improve their professional practice and outcomes, managing risks to information and data security effectively
Research	L3	Research process, including ethical and governance processes, and the principles and governance of audit.	Collects, analyses, stores, and presents data according to relevant policies, procedures, and legislation (e.g. room usage or experimental data).	Collects, analyses, stores, and presents information and data according to relevant organisation policies, procedures, and legislation.	Demonstrates an understanding of ethical principles and issues relating to information and data collection, storage, analysis, and presentation, monitoring and managing them appropriately in professional research and data collection practices.
Research	L4-6	Methods for collecting research data and how to analyse, interpret and apply findings to own practice.	Conducts effective research to achieve clear objectives within the scope of role. Analyses, interprets, and presents research findings and applies them to enhance professional practices and outcomes.	Conducts effective research to achieve clear objectives within the scope of role. Analyses, interprets, and presents research findings and applies them to enhance professional practices and outcomes.	Evaluates the impact their research findings have had on their own and others practice.
Safeguarding	L2-L6	Safeguarding policies and procedures for children and colleagues, including child protection and wellbeing.	Recognise when a child or a colleague is in danger or at risk of abuse and act to protect them in line with safeguarding policy and procedure.	Analyses and applies to practice, theoretical stances with regards to all areas of safeguarding.	Critically evaluates theoretical approaches to safeguarding.
SEND	L4-6	The principles of equity, accessibility, and inclusion, and strategies for supporting and advancing learning for learners with special educational needs and disabilities (SEND).	Apply appropriate strategies and guidance to adapt and appropriately deliver practices and provision which supports learners with SEND.	Uses relevant strategies and guidance to adapt and appropriately deliver provision which supports learners with SEND	Evaluates the suitability and effectiveness of different strategies for supporting learners with SEND, using valid evidence and appropriate resources to improve practices and outcomes.
Sustainability	L2-4	Principles of sustainability and efficient use of resources, in line with recycling, reuse, and safe disposal of waste.	Apply the principles of sustainability and segregate used resources for reuse, recycling, and safe disposal.	Demonstrates efficient and sustainable practice when using resources, applying reuse, recycling, and safe disposal principles.	None.
Sustainability	L2-L4	Methods of increasing learners' awareness of environmental sustainability.	Apply techniques to increase learners' awareness of environmental sustainability.	Describe how different methods can be used to increase awareness of environmental sustainability are applied.	Evaluate different methods of raising awareness of environmental sustainability.

Health and safety	2-3	Health and safety legislation, regulations, guidelines and procedures relevant to own role.	Comply with health and safety legislation, regulations, guidelines and procedures.	Complies with health and safety legislation, regulations, guidelines and procedures.	None.
Health and safety	4-7	Health and safety legislation, local operational procedures and national policies relevant to own self and team.	Work safely in accordance with health and safety legislation, local operational procedures and national policies relevant to own self and team.	Explains the responsibility of own self and team in maintaining health and safety in the workplace and the impact of non-compliance.	None.
Technology	L2	Digital technologies to support the role.	Use digital technologies effectively to develop and disseminate knowledge and understanding.	Explains how digital technology can support the dissemination of knowledge.	None.
Data	3-6	Ways to use, record and store data and information securely and in line with the General Date Protection Regulation (GDPR) requirements and local and national policies, including the safe use of technology.	Use, record and store data and information related to individuals securely and in line with GDPR requirements and local and national policies, including the safe use of technology.	Uses technology safely and accesses, records, and securely stores individuals' information and data, according to GDPR requirements, national legislation, and local policies.	Evaluates, accesses, and uses technology safely and securely, managing potential risks and issues regarding information and data security appropriately.
Risk assessment	2-3	How to identify risks and complete risk assessments effectively and report findings, according to organisational policies and procedures	Identify risks and contribute to development of risk assessments.	Completes risk assessments effectively, anticipating and reporting risks in the workplace, according to organisational policies and procedures.	None.
Risk assessment	4-7	Knowledge of how to complete risk assessments effectively, to address and report risks and issues, and support improvements to safety and security in the professional environments.	Undertake risk assessments.	Describes how they conduct, and report risk assessments undertaken.	None.
Reflective practice	4-7	Take responsibility for continuous self-reflection, seeking and responding to support and feedback to develop professional knowledge and skills.	Identify the importance of self-reflection and feedback, how to use it to improve areas of personal performance.	Describes own approach to reflection and its impact on own practice.	Critically evaluates own approach to reflection and its impact on own practice, and lessons learned to inform improvements in own practice.

Behaviours	Level
Open to challenge and constructive criticism	2-5
Seeks out opportunities for Continuing Professional Development (CPD).	2-6
Proactively seek collaborative and constructive opportunities	3-5
Recognise and respect differences, ensuring all children have equal access to opportunities to learn, develop and reach their potential.	2-6
Maintains professional standards within the work environment.	2-6
Solve problems in an imaginative way by being adaptable and creative.	2-6