

Essential Skills Progression Year 1 - Year 6

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Listening	I listen to others and I can remember short I instructions	I listen to others and can ask questions If I don't understand	I listen to others And can tell someone else what it is about	I listen to others and can tell why they are communicating with me	I listen to others and record important information as I do	I show I am listening by how I use eye contact and body language
Speaking	I speak clearly to small groups of people I know	I speak clearly to individuals and small groups I do not know	I speak effectively by making points in a logical order	I speak effectively by thinking about what my listeners already know	I speak effectively by using appropriate language	I speak effectively by using appropriate tone, expression and gesture
Problem Solving	I complete tasks by finding someone to help if I need them	I complete tasks by explaining problems to someone for advice if I need	I compete tasks by finding information I need myself	I explore problems by creating different possible solutions	I explore problems by thinking about the pros and cons of possible solutions	I explore complex problems by identifying where there are no simple technical solutions
Creativity	I imagine different situations and can say what I imagine	I imagine different situations and can bring them to life in different ways	I generate ideas when I've been given a clear brief	I generate ideas to improve something	I generate ideas by combining different concepts	I use creativity in the context of work
Staying Positive	I can tell when others feel positive or negative	I keep trying when something goes wrong	I keep trying and stay calm when something goes wrong	I keep trying when something goes wrong and think about what has happened	I keep trying when something goes wrong and help cheer others up	I keep trying when something goes wrong and encourage others to keep trying too
Aiming High	I know what doing well looks like for me	I work with care and attention to detail	I work with pride when I am being successful	I work with a positive approach to new challenges	I set goals for myself	I set goals informed by an understanding of what is needed
Leadership	I know how to explain my feelings about something	I know how to recognise others feelings about something	I manage dividing up tasks between others in a fair way	I manage time and share resources to support completing tasks	I manage group discussions to reach shared decisions	I manage disagreements to reach shared solutions
Team Work	I work well with others by behaving appropriately	I work well with others by being on time and reliable	I work well with others by taking responsibility for completing my tasks	I work well with others by supporting them if I can do so	I work well with others by understanding and respecting diversity of others cultures, beliefs and backgrounds	I contribute to group decision making