APPENDIX 1

National Occupational Standards Framework

The National Occupational Standards describe what an individual needs to do, know and understand in order to carry out a particular job role or function.

It is impossible to develop standards for each support post in a school within this procedure, as job requirements in each school will differ. However, it is advisable to refer to standards against agreed criteria and for certain roles these can be found on the Skills for Business website: [www.ukstandards.org.uk.](http://www.ukstandards.org.uk/)

The framework below identifies the key areas managers should refer to when setting out standards of performance to new employees through induction and monitoring during the probationary period.

Describe good practice in particular areas of work for that role.

Set out a statement of competence which bring together the skills, knowledge and understanding necessary to do the work

Offer a framework for training and development to enable the work to be carried out effectively.