



Association of Community  
and Comprehensive Schools

*Cumann na Scoileanna Pobail  
agus Cuimsitheacha*

**3<sup>rd</sup> June, 2022.**

**The Secretary,  
Board of Management and  
School Principal in  
each Community and Comprehensive School.**

**Members of the Executive of ACCS.**

**ACCS/Info Bulletin 16/22. Re:**

- 1. SNA Allocations for the 2022/23 School Year for mainstream classes:  
Circular Letter [0035/2022](#).**
- 2. Recruitment of Special Needs Assistants Supplementary Assignment  
Arrangements for the 2022/23 School Year: Circular Letter [0031/2022](#).**
- 3. SNAs and June Work.**

- 1. SNA Allocations for the 2022/23 School Year for mainstream classes:  
Circular Letter [0035/2022](#).**

The Department has issued Circular Letter [0035/2022](#) covering the arrangements for the allocation of Special Needs Assistants to mainstream classes for the 2022/23 school year.

**Allocation Arrangements for the 2022/23 School Year:**

- The SNA allocations for mainstream classes in schools on 31<sup>st</sup> May 2022 will be maintained for 2022/23. This will provide greater certainty for schools.
- A process has been put in place for schools to engage with the NCSE if they consider their SNA allocation is in excess of the required care needs. Schools should contact their local NCSE Special Education Needs Organiser (SENO) to commence the process.

**The Exceptional Review Process**

The Exceptional Review Process undertaken by the NCSE will remain in place throughout the 2022/23 school year where schools can seek a review of their SNA allocation which will result in one of the following outcomes:

- i. No change in the level of care need identified (thus no change in the SNA allocation).
- ii. Increase in the level of care need identified which if significant would see an increase in the SNA allocation to the school.
- iii. Decrease in the level of care identified in the school which if significant would result in a reduction in the SNA allocation as the care need could be managed with less resources than are currently allocated. In such cases, the SNA allocation will be adjusted at the end of the relevant school term.
- iv. The NCSE will develop over the summer period criteria for a rolling programme of targeted reviews of SNA mainstream allocations which would be strategic in nature and would help ensure that the SNAs are allocated to schools with students who have the greatest level of significant care needs.

The pilot of the targeted review process will commence in the 2022/23 school year. Full details of the process will be issued to all schools prior to the start of the 2022/23 school year by the NCSE.

Detailed information on the NCSE Exceptional Review Process is published on the NCSE website – <https://ncse.ie/application-for-sna-exceptional-review>.

The Exceptional Review Process for mainstream allocations will be available to schools throughout the 2022/23 school year.

A school's current mainstream SNA allocation can be viewed on the NCSE website at [www.ncse.ie](http://www.ncse.ie), along with its SNA allocation for special classes and special school teaching posts/hours.

## **2. Recruitment of Special Needs Assistants Supplementary Assignment Arrangements for the 2022/23 School Year: Circular Letter [0031/2022](#).**

Schools are reminded that Circular Letter [0031/2022](#) has replaced and superseded Circular 0026/2021 and details the Supplementary Assignment Arrangements for Special Needs Assistants for the 2022/23 school year.

It includes:

- SNAs and redundancy.
- SNA vacancies – Process to be followed by employers.
- Appendix 1 – Process Verification Document (PVD Form).  
This form must be completed by employers in respect of every standard SNA vacancy, including the filling of additional hours (i.e., where an existing part-time SNA receives additional hours), other than substitute or cover vacancies and must be returned to the Supplementary Assignment Manager.
- Appendix 2 – Panel Form 1 (PF1).  
When an employer is notifying an SNA that s/he is being made redundant the employer should immediately give the SNA a completed Panel Form 1 (PF1). SNAs should always submit a copy of the completed Panel Form 1 (PF1) to employers when applying for vacancies as that is the only method for employers to determine whether an applicant has Panel Rights.

All new SNA appointments (other than substitute or cover vacancies) should be made in accordance with this circular letter.

This circular letter should be read in conjunction with Circular Letter [0051/2019](#) – Recruitment and Appointment Procedures for Special Needs Assistants which is also relevant when appointing an SNA.

### **Points to note when filling SNA vacancies and the process to be followed by the school**

Where a school receives an additional allocation of **standard SNA hours/posts** (e.g., an additional allocation of standard SNA hours/posts or an SNA has left the employment) then that additional allocation of **standard hours/posts** must be offered to **existing part-time SNAs in standard posts** in that school, in order of seniority, before the employer has recourse to the supplementary assignment arrangements. This means that before an employer opts to recruit a further person as an SNA(s), they must ensure that all existing part-time SNAs in standard posts in their employment, in order of seniority, have been offered a full-time position in the school.

*The only exception to this rule is if there is a determination in writing from the NCSE/SENO stating that the allocation must be divided among a specific number of SNAs or must be implemented in a particular way.*

Where additional hours arise because of an SNA availing of a career break, these additional hours may be offered to existing part-time SNAs, in order of seniority. This is, however, at the sole discretion of the school. Any SNA receiving such hours should be given a separate contract for the additional hours.

All appointments (other than substitute or cover vacancies) are subject to the conditions outlined in CL [0031/2022](#)- Recruitment of Special Needs Assistants – Supplementary Assignment Arrangements for the 2022/23 school year. Strict adherence should be ensured as regards liability to the SNA Supplementary Assignment Panel.

### **Advertising:**

- All **standard SNA vacancies** and **cover vacancies** (i.e., Maternity Leave, Career Break, job-sharing replacement, Sick Leave, unpaid leave replacements etc.) of **24 weeks or more must be advertised** on one of the following websites.
  - [www.staffroom.ie](http://www.staffroom.ie)
  - [www.educationcareers.ie](http://www.educationcareers.ie)
  - [www.educatetogether.ie](http://www.educatetogether.ie)
  - [www.jobsireland.ie](http://www.jobsireland.ie)
  - [www.educationposts.ie](http://www.educationposts.ie)
- The advertisement for the SNA position should include any specific competencies/requirements to meet the special education needs of the students. It is difficult to justify not appointing an SNA with a PF1 Form, who applies for an SNA job, if the advertisement did not state that there were specific competencies/requirements for the position.
- The Selection Committee is comprised of:
  - Chairperson of the Board of Management
  - Principal and
  - One other person nominated by the trustees

*There must be at least one male and one female on the Selection Committee.*

When filling an SNA vacancy, schools must consider applicants with certified copies of PF1 Form in the **first instance**. Schools are obliged to give precedence to these applicants and may only interview SNAs with certified copies of Panel Form 1 (PF1) in the first instance.

The school is obliged to offer the position to one of the applicants with PF1 Form if he/she meets the specific competencies/requirements as set out in the advertisement for the position.

If the school does not, following interview, find an applicant who meets the specific competencies required or if it does not receive applications from SNAs with a PF1 Form, it can then consider other non-panel applicants and arrange to interview these applicants. **These interviews must be held on a separate day.**

The successful candidate must confirm acceptance of the offer of employment within **6 calendar days** from the date of the letter of offer.

### **Garda Vetting**

In line with the terms of CL [0031/2016](#), a **Vetting Disclosure** must be obtained from the National Vetting Bureau **prior to the commencement of employment** of an SNA. ACCS acts as the conduit for schools for the purpose of vetting of Special Needs Assistants.

A Statutory Declaration and Form of Undertaking must be completed and provided to the school prior to making an SNA appointment of any duration. The updated version of this Statutory Declaration is in the Appendix to CL [0031/2016](#). The school should retain copies of these documents.

### **Contract of Employment**

Appointees must be offered a contract of employment in accordance with the terms outlined in Circular Letter SNA 12/05.

### **3. SNAs and June Work.**

ACCS is aware that FÓRSA has written to its members regarding June working and appropriate duties.

Schools are advised that Section 2.13 of the SNA contract states that SNAs:

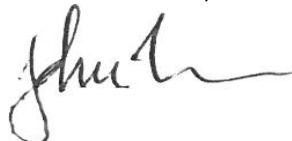
*'will also be required to work the month of June on examinations or other work appropriate to the grade including training'*

ACCS will be discussing the matter with the Department of Education in the coming week. In the meantime, schools are advised to continue working with the normal arrangements for work in the month of June for SNAs in the school, ensuring that the work assigned to SNAs is appropriate to the grade.

As we reach the end of the final term in what has been a very busy and at times challenging year for all engaged in school management, we sincerely hope it will be time for people to catch a breath and ensure they take a complete break following completion of the State Examinations.

We truly hope that all students who have prepared for examinations will be deservedly rewarded for their hard work.

Is mise,  
le mór mheas,



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John Irwin,  
GENERAL SECRETARY.