



ST. PATRICK'S NATIONAL SCHOOL

Greystones, Co Wicklow Roll Number: 12554M

Telephone: 01 2875684

e-mail: admin@stpns.ie

Website: www.stpns.ie

Principal: Rachel Harper

Deputy Principal: Heather Jordan

Board of Management – Chairperson: Canon David Mungavin

SNAs



practice & procedure guidelines

2020

CONTENTS

- 1. CONDITIONS OF SERVICE**
- 2. PROBATION**
- 3. SALARY**
- 4. HOURS OF WORK**
- 5. PLACE OF EMPLOYMENT**
- 6. NATURE OF WORK**
- 7. CONFIDENTIALITY**
- 8. TELEPHONE, SOCIAL MEDIA AND INTERNET ACCESS**
- 9. LEAVE**
- 10. MATERNITY LEAVE**
- 11. DEPARTMENT OF EDUCATION AND SKILLS CIRCULARS**
- 12. PENSION**
- 13. HOLIDAYS**
- 14. GRIEVANCE AND DISCIPLINARY PROCEDURES**
- 15. NOTICE OF TERMINATION**
- 16. RATIFICATION**
- 17. COMMUNICATION**

Appendix

This document is devised with reference to each SNAs CONTRACT OF EMPLOYMENT for a STANDARD SPECIAL NEEDS ASSISTANT position and applies to those who hold a full time or part time position.

1. CONDITIONS OF SERVICE

ref Contract

2. PROBATION

ref Contract

3. SALARY

ref Contract

4. HOURS OF WORK

4.01 All SNAs are required to work normal classroom hours, including class break periods and, in addition, to attend before and after school in order to help with the preparation and tidying up of classrooms, reception and dispersal of children etc. The hours of work will normally be within the hours of 08.25 and 14.15, except in circumstances such as SPD, CPD, CP hours, etc. As breaks are unpaid, they should not be included as working time. Normal work break entitlements will apply in accordance with the provisions of the Organisation of Working Time Act 1997. The times at which these breaks are taken, will be at the discretion of the Principal.

4.02 SNAs are required to be available on days at the start and finish of each school term / year. These days (12 in total) may be combined, at the discretion of school management, to be utilised flexibly throughout the year, for work appropriate to the grade, including training. These days will not exceed five consecutive days and will immediately follow or precede school terms or occur within a couple of days thereof.

4.03 The Board of Management may determine that, instead of the 12 days being used solely in accordance with clause 4.02, the 12 days will be utilised as a bank of hours and/or days (in which case the 12 days will equate to 72 hours) and the Employee will work these hours and/or days outside of normal school opening hours and/or the normal school year.

4.04 These 12 days/72 hours are in addition to the SNA's hours of work as provided for in clause 4.01. The SNA is required to comply with the provisions of the Department of Education and Skills circulars, regarding the use of the 12 days/72 hours.

4.05 Where the post is part-time, the requirement to work the 12 days/72 hours will be on a pro-rata basis.

5. PLACE OF EMPLOYMENT

The school premises will normally be the place of employment. However, there may be occasions when children with special needs are required to attend at another venue outside the school, and in such cases, the SNA may be required to accompany them to and from such venue.

6. NATURE OF WORK

The nature of the work to be performed by the SNA is at the direction of the Principal or another person acting on behalf of the Principal and/or the Board of Management is as set out in Appendix 1. The specified duties are not an exhaustive list of the SNA's duties.

6.02 The Board of Management has the right to flexibly redeploy the SNA within the school, to respond to urgent work demands and to cover for periods of absences of SNA colleagues.

6.03 Where work demands arise during non-instruction days, the Board of Management has the discretion to deploy the SNA to appropriate SNA duties.

7. CONFIDENTIALITY

The SNA is expected to maintain and treat all matters relating to school business and his/her work in the school as an SNA, as strictly confidential. Any breach of this requirement will be treated as a serious matter of misconduct. Photographs may not be taken of children, unless requested to do so by the Class Teacher for school use.

8. TELEPHONE, SOCIAL MEDIA AND INTERNET ACCESS

All SNAs are required to respect the school's *ICT Policy* and *Mobile Phones and Electronic Games Policy*.

With regard to telephone usage, all staff members have access to the school landline. Mobile phones are used by staff on school tours and excursions, at sports events away from the school, etc. In such circumstances, designated staff members take responsibility for ensuring that contact is best maintained with school and parents, as appropriate.

Personal telephone calls, the personal use of social media, etc should be confined to break times, and telephone calls should be made or received in an area where pupils are not present, unless in exceptional circumstances.

9.00 LEAVE

The provisions regarding leave entitlements and obligations, including those relating to sick leave, shall be determined by the Minister for Education and Skills from time to time and/or in accordance with the Department of Education and Skills circulars.

10.00 MATERNITY LEAVE

The SNA is required to comply with the terms of circulars which are issued by the Department of Education and Skills from time to time, in relation to maternity protection entitlements for Special Needs Assistants.

11. DEPARTMENT OF EDUCATION AND SKILLS CIRCULARS

The SNA is required to comply with the terms of circulars in relation to Special Needs Assistants which are issued by the Department of Education and Skills from time to time.

12. PENSION

Pension arrangements shall be in accordance with the rules and regulations of the Department of Education and Skills in relation to pensions for Special Needs Assistants, as determined from time to time. The terms of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 shall apply in relation to retirement age.

13. HOLIDAYS

Holiday entitlements shall be as determined by the Minister for Education and Skills and/or the Department of Education and Skills circulars, as appropriate. Holiday periods will normally be those which apply to the school, subject to the provisions of clauses 4.02 to 4.05.

14. GRIEVANCE AND DISCIPLINARY PROCEDURES

14.01 Grievance Procedure. The grievance procedure shall be the relevant Department of Education & Skills Circular which pertains to same.

14.02 Disciplinary Procedure. The disciplinary procedure shall be the relevant Department of Education & Skills Circular which pertains to same. Without prejudice thereto the Employee may be dismissed for:

14.02.01 Incompetence or poor performance;

14.02.02 Misconduct (serious or persistent);

14.02.03 Incapacity;

14.02.04 Failure to carry out reasonable instructions;

14.02.05 Any breach of trust;

14.02.06 Some other substantial reason.

15. NOTICE OF TERMINATION

15.01 Except in circumstances justifying immediate termination of employment by the Board of Management, the SNA will receive the appropriate period of notice set out in the Minimum Notice and Terms of Employment Acts 1973-2001 where appropriate. Employment with the Board of Management may be terminated by way of redundancy. In such circumstances, the terms of any collective agreement regarding redundancy will apply.

15.02 Employment may be terminated without notice, for serious misconduct.

15.03 When the Board of Management intends to terminate his/her employment, s/he will be required to give four weeks' notice.

15.04 Nothing in this agreement shall prevent the giving of a lesser period of notice by either party where it is mutually agreed.

15.05 At the discretion of the Board of Management, salary may be paid in lieu of notice.

16. RATIFICATION

This policy was ratified by the Board of Management.

17. COMMUNICATION

Following ratification, this policy was made available to all staff in digital format and hard copy. It is also available through the school office.

Signed:

Canon David Mungavin

Rachel Harper

Chairperson
Board of Management

Principal

Date:

APPENDIX

Special Needs Assistants are recruited specifically to assist the school in providing the necessary non-teaching services to pupils with assessed educational needs. The duties listed are non-exhaustive.

Duties are assigned at the discretion of the Principal, or another person acting on behalf of the Principal, and/or the Employer. The work is supervised either by the Principal or another teacher as determined by the Principal. This does not mean or imply a requirement for a principal or a teacher to directly supervise the employee at all times.

Those duties involve tasks of a non-teaching nature such as:

1. Preparation and tidying up of classrooms.
2. Assisting school children to board and alight from school buses. Where necessary travel as escort during school hours on school buses may be required.
3. Special assistance as necessary for children with particular difficulties eg helping special needs pupils with typing or writing or computers or other use of equipment.
4. Assistance with clothing, feeding, toileting and general hygiene and being mindful of health and safety needs of the pupil.
5. Assisting on out-of-school visits, walks, examinations and similar activities.
6. Assisting the teachers in the supervision of pupils during assembly, recreation and dispersal from the classroom for one reason or another.
7. Accompanying individuals or small groups who may have to be withdrawn temporarily from the classroom for one reason or another.
8. General assistance to the class teachers, under the direction of the Principal, with duties of a non-teaching nature. (Special Needs Assistants may not act as either substitute or temporary teachers. In no circumstances may they be left in sole charge of a class).
9. Participation with school development planning, where appropriate, and co-operation with any such changes with policies and practices arising from the school development process.
10. Engagement with parents of special needs pupils in both formal and informal structures as required and directed by School Management.
11. Other duties appropriate to the grade as may be determined by the needs of the pupils and the School from time to time. The Employee may be re-assigned to other work appropriate to the grade when special needs pupils are absent or when particular urgent work demands arise.
12. Included are the necessary duties that are required to support the care needs of deaf and hard-of-hearing pupils and blind and visually impaired pupils.

The following (non-exhaustive) list of duties also form part of the normal range of SNA duties, and are liable to be performed at any time during normal working hours. Similarly, because these duties (as well as duties listed above) can be carried out at times when pupils with special needs are not present, they are also appropriate activities to be carried out during the 12 days/72 hours:-

SEN (Special Education Needs) pupil-centred activity:

- Provide input with regard to care needs for the preparation of Individual Education Plans;
- Assist with care planning;
- Provide assistance and information in relation to care needs for preparation of physiological and school reports and files;
- Assist transition process in relation to care needs for pupils moving to or from the school;
- Assist SEN pupils to display their work;
- Assist in analysis of attendance for SEN pupils;
- Assist teachers and/or the Principal in maintaining a journal and uniform care monitoring system for SEN pupils;
- Assist the Principal or other teacher designated by the Principal in preparing briefing profiles on SEN pupils;
- Under the direction of the Principal or designated teacher, assist in compiling information for staff for the return to class in the new academic year e.g. special section in staff handbook, particularly in relation to care and assistance required in class for SEN pupils;

Learning resource administration:

- Preparation, organising, tidying of Class Room, Resource Room, Learning Support Room, ASD classrooms and such other rooms used by SEN pupils, and appropriate equipment and resources used, including those related to ICT;
- Prepare materials and equipment in classrooms used by SEN pupils including cleaning any specialist equipment used by SEN pupils, e.g. computer keyboards, special desks;
- Provide assistance for SEN pupils in relation to assembling their class materials, displays, programmes, books and preparing their materials for class.

Class and school planning and development:

- Participation with school development planning and policy development, where appropriate, including reference to particular assistance required by SEN pupils to participate fully in school;
- Planning for the following day's classes; in particular where there may be additional care or assistance requirements for certain classes or projects;
- Liaising with the class teacher;
- Liaising with other teachers such as resource teachers and/or Principal;
- Meetings with parents as appropriate with the agreement and guidance of the Principal and/or class teacher;

- Preparation for and attendance at whole team meetings and staff meetings;
- Participation in and assistance with school operational structures which are in place to facilitate the full integration and participation of SEN pupils in school;

Examinations (Both State and House Examinations):

- Assist in the setting up of Special Examination Centres and appropriate accommodation centres for examinations;
- Assist in ensuring that special centres are properly organised, and that SEN pupils with assigned SNA are present and have the appropriate equipment;
- Where rooms are adapted for use as special centres, assist in restoring those rooms for normal school use after the examinations have finished.

Training and development:

- Training (nationally or school mandated);
- Inform colleague SNAs of best practice based on professional and experiential knowledge in relation to the educational and care needs of SEN pupils, with the agreement and guidance of the Principal, and/or class teacher;
- Up-skill in use of ICT as learning tools for SEN pupils;

Other

- Other work which is appropriate to the grade as may be determined by the needs of the SEN pupils and the school.