



kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

Special Needs Assistant

Coláiste Pobail Osraí, Kilkenny

The Special Needs Assistant (SNA) scheme is designed to provide schools with additional adult support staff who can assist children with special educational needs who also have additional and significant care needs. The scheme has been a key factor in ensuring the successful inclusion of children with special educational needs into mainstream education.

Hours of Work: 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.

SNAs are required to work the month of June on examinations or other work appropriate to the grade.

In addition SNAs are required to work 72 hours/12 days (full-time equivalent) to meet the terms of Public Service (Croke Park) agreement in accordance with CL 71/2011.

Annual Leave: Holiday periods will normally be those which apply to the school to which the Special Needs Assistant has been assigned.

Probation Period: For the first six months of employment the Special Needs Assistant will be on probation.

Salary Scale: Salary will be paid in accordance with such rates as may be authorised by the Minister for Education from time to time for Special Needs Assistants.

Current scale: €29,545 up to €44,915. Candidates should note that the starting salary for new entrants will be at the minimum of the scale and will not be subject to negotiation.

Duties and Responsibilities

The duties and responsibilities of a Special Needs Assistant include the following:

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 e.g. 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 or group of children).
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. Special Needs Assistants may be re-assigned to other work appropriate to the grade when special needs pupils are absent or when particular urgent work demands arise.

Conditions of Service

Citizenship Requirement

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, Norway, Switzerland and Norway. Swiss citizens under EU agreements may also apply.

Vetting

Kilkenny and Carlow ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

References

Kilkenny and Carlow ETB reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. Kilkenny and Carlow ETB also reserves the right to determine the merit, appropriateness and relevance of such references and referees. Please note that candidates are requested not to submit references with their application form.

Pre-Employment Health Assessment

A candidate for, any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and in a state of health such as would indicate a reasonable prospect of the ability to render regular and efficient service.

Candidates will be required to undergo a pre-employment Health Assessment which will be reviewed by the ETB's Occupational Health Service. An offer of employment is subject to satisfactory pre-employment health assessment.

Probation

Where a person is appointed to the position of Senior Training Advisor to Kilkenny and Carlow ETB the first twelve months of their contract will be regarded as the probationary period. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are available on www.kcetb.ie.

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

The maximum retirement age for a member of the single public service pension scheme as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

Sick Leave

Sick leave will be in accordance with established procedures and conditions for ETB staff generally.

Notice/Termination

This appointment is terminable by one month's notice in writing from either side subject to statutory provisions and relevant collective agreements.

General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

Educational Requirements

The minimum required standard of education for appointment to the post of Special Needs Assistant is:-

- A FETAC Level 3 major qualification on the National Framework of Qualifications, OR
- A minimum of three grade Ds in the Junior Certificate, OR
- Equivalent

Desirable:

Further relevant qualifications such as the FETAC Level 5 SNA Certificate (single subject or full award) and/or the FETAC Level 5 qualification in Childcare and/or relevant third level qualification in related field/s is desirable. As this position is for one of our Irish speaking schools an ability to converse in Irish is an advantage.

Competences

Candidates will be required to show evidence of the following competences:

1. **Knowledge and Experience**
Understands the importance of supporting children with special educational needs in order to facilitate their attendance at school and demonstrates their knowledge, comprehension and understanding in this area.
2. **Communication and relationship building**
Establishes effective communication and engagement to ensure positive and effective working

relationships with management, colleagues, learners, the wider community and other relevant stakeholders.

3. Self-awareness and self-management skills

Is self-aware and has the capacity to self-manage and develop personally and professionally.

The closing date for receipt of completed application forms:
Monday, 20 January 2025 at 12.00 noon

General Guidelines

- Please read the application form carefully and ensure it is completed as comprehensively as possible.
- **All sections of the application form must be completed in full and typed.** Please note that handwritten forms will not be accepted. The form will expand to accommodate the text you enter.
- Candidates will be required to describe some of their personal achievements to-date that demonstrate the key competencies required for the position as outlined. Candidates should describe situation/s from their own experience, which they think are the best example/s of what they have done which demonstrates the specific competencies. The example(s) may be drawn from candidates experience in various settings including their professional, community or voluntary involvement.
- All information must be set out on the official application form. If required, additional pages may be used. **ADDITIONAL CV WILL NOT BE ACCEPTED.**
- One copy of your completed application form and any supporting information should be submitted.
- Take note of the closing date for the position and make certain your application is submitted in plenty of time. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- Application forms should be returned by the closing date/time to: recruitment@kcetb.ie
- Care should be taken to provide full and accurate information. Any mis-statement given may disqualify your application.
- Further information regarding Kilkenny and Carlow ETB including details on all our schools/centres can be obtained on our website: www.kcetb.ie
- By applying for any position with KCETB, you acknowledge that your personal data shall be processed by KCETB. The Privacy Notice which is available on www.kcetb.ie gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need any further information, please see our Data Protection Policy which is also available on www.kcetb.ie

The Shortlisting Process

- It is important to note that while you may meet the essential qualification/s and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview

everyone, Kilkenny and Carlow ETB may decide to employ a short listing process to select candidates for interview.

- During the shortlisting process, the shortlisting board will examine the application forms and assess them against pre-determined criteria based on the requirements of the position and the quality of your application form. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/experience/skills and competencies on the application form in a clear and concise manner.
 - Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.
 - Each recruitment competition is independently assessed by the shortlisting board and considered in the context of the needs of the specific position advertised. Accordingly scores may differ from competition to competition.
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