

DES Circular 0035/2016 - SNA Redundancy & Recruitment Arrangements for 2016/2017 School Year

What happens if I have an SNA Redundancy in my school?

- SNA should be formally notified of the redundancy by the Board of Management (BoM)
- SNA [Red1 Form](#) & [RP50 Form](#) are required to be completed and forwarded to SNA Redundancy Unit, Payroll Division, Department of Education & Skills, Cornmaddy, Athlone, Co Westmeath. The deadline for submission of an application for redundancy is 52 weeks from the date that the SNA is notified of their redundancy. An SNA will not be eligible for redundancy if the application for redundancy is submitted later than 52 weeks
- SNA should be provided with an SNA Panel Form 1 (PF1) (DES Circular 0035/2016, pages 17 & 18) by the BoM
- An SNA is not eligible for redundancy if they lose hours, but are still employed by the same BoM or if an SNA resigns a post
- An SNA with one year's service (length of school year) is eligible to be a member of the Supplementary Assignment Panel for SNAs. Service in a substitute capacity i.e. covering for maternity leave, sick leave, career breaks, job-sharing etc does not count. Where an SNA resigns a post, they will not be eligible to be a member of the Supplementary Assignment Panel.

How do I fill an SNA vacancy in my school?

- SNAs that were made redundant on or after 1 May 2015 and who have not obtained a new position will remain on the Supplementary Assignment Panel until 1 June 2017. SNAs who were made redundant between 1 May 2014 and 30 April 2015 and who have not secured a new position will have their redundancy processed provided that the SNA Red1 Form & RP50 Form have been submitted in the correct time frame and they have not already received their redundancy payment via the 'opt-out' mechanism. An SNA may opt out of the Supplementary Assignment Panel at any point in time, triggering the processing of their redundancy
- Supplementary Assignment Panel rules do not apply to the filling of substitute or 'cover' vacancies (maternity leave, sick leave, career break, job-sharing replacement, unpaid leave replacement etc). An SNAs panel rights are not affected by taking up a substitute position. This service is not reckonable for seniority, incremental or redundancy purposes
- The BoM is required to offer any existing part-time SNAs in order of seniority, any additional allocation of SNA hours/posts to create a full-time post. The offer will be made subject to the SNA undertaking the full duties of the post, including any training/up skilling required to meet the care needs of the pupil(s). The only exception to this is where the SENO/NCSE stipulates that the allocation of additional SNA hours must be implemented in a specific way to meet the care needs of the pupil(s). A copy of the written stipulation must be provided to the existing part-time SNA(s) affected
- A separate contract is required to be issued to an SNA receiving additional hours because of an SNA taking up a career break ([DES Circular 0022/2012, Section 8.2](#)). The SNA will resume their part-time hours when the SNA returning from career break resumes their post

- It should also be noted that the position in relation to the allocation and distribution of infant days, which is a distinct and specific feature of the SNA scheme remains unaffected
- If a part-time SNA declines an increase in their hours, their seniority in the school is not affected and the BoM can proceed with advertising and appointing an SNA. All SNA vacancies (excluding vacancies less than 24 weeks) must be advertised as per Appendix H, Governance Manual , 2015 -2019)
- When uploading an SNA advert to EducationPosts.ie, the 'Additional Information' field must list any specific competencies and/or requirements to meet the special educational needs of the pupil(s)
- SNAs should always submit a copy of the completed Panel Form 1 (PF1) to BoM when applying for vacancies
- If there are 5 eligible applicants or fewer, all eligible applicants must be called for interview. Otherwise, at least 5 applicants should be called to interview
- The BoM may only interview SNAs with a certified copy of Panel Form 1 (PF1) in the first instance. The BoM is obliged to offer the vacancy to that SNA following interview, subject to meeting all essential qualifications, competencies and requirements as advertised. This is also subject to the checking and verification of References, meeting any Occupational Health & Safety (OHS) requirements, satisfactory Garda Vetting ([DES Circular 0031/2016](#)). The SNA must agree to respect the ethos of the employing BoM
- If an SNA is appointed via the Supplementary Assignment Panel, then any existing service as an SNA will not be reckonable for future seniority purposes as an SNA with the new employer i.e. they become the most junior SNA for seniority purposes in their new employment
- If following interview, a number of applicants obtain the same marks, then seniority of an SNA should be determined from the Panel Form 1 (PF1)
- If following interview, it is considered that no panel applicant meets the requirements, the BoM can call applicants to interview that do not have Supplementary Assignment Panel rights. The second set of interviews must take place on a separate day
- Acceptance of the vacancy by the SNA should be notified to the BoM no later than 6 calendar days from the date of the letter of offer. Failure to accept the offer in this period will result in withdrawal of the offer
- The BoM must complete the [Notification of Appointment - SNA](#) & submit to the Non Teaching Staff (NTS) Payroll, Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath
- Additionally, the BoM must complete a separate Process Verification Document (DES Circular 0035/2016, pages 12 & 13) and return to the Supplementary Assignment Manager within 6 weeks of the vacancy being filled. This form must be returned for all new posts, including the filling of additional hours (where an existing part -time SNA receives additional hours)
- The BoM must provide the successful applicant with a contract of employment ([DES Circular 0015/2005](#))

Queries regarding the operation of the supplementary assignment panel for SNAs can be sent to snasupplementpanel@education.gov.ie

SNA Redundancy

Circular 0058/2006 - Redundancy Arrangements for Special Need Assistants

Information Note on Redundancy for Special Need Assistants

Notification of Redundancy Form (RP50)

Guide to completing Notification of Redundancy Form (RP50)

Form SNA Red1 - to accompany Application Form for Redundancy RP50

Panel Form (PF1)

Opt-Out Form- 2016/17 Supplementary Assignment Panel

SNA Recruitment & Appointment

Circular 0021/2011 - Educational Qualifications for Appointment as Special Needs Assistant (SNA)

Circular SNA 03/03 - Appointment Procedures for Special Needs Assistants (Updated August 2007)

Appendix H, Governance Manual 2015-2019

Circular 0059/2006 - Seniority of Special Needs Assistants

0031/2016 - Commencement of Statutory Requirements for Garda Vetting

Circular SNA 15/05 - Contract of Employment for Special Needs Assistants (Primary)

SNA 0015/2005 - Copy of contract appended to SNA 15/05

Special Needs Appointment Form 2016/2017

Notification of Appointment - SNA

Process Verification Document