



SPECIAL NEEDS ASSISTANT POLICY

**School Address: Knocknabohilly, Kinsale, Co Cork, P17 AF10
Ratified by the Board of Management February 2017
Reviewed: 02/03/2020**

**School Patron: The Right Rev. Dr. Paul Colton,
Bishop of Cork, Cloyne and Ross
Roll number: 14726C
www.stmultosens.ie**

**Registered Charity Number: 20112844
Tel: 021 477 4106/086 037 0254**

**Chairperson: Mr Daniel Emerson
Principal: Ms Jill Horan**

Definition of a Special Needs Assistant (SNA):

An SNA is appointed to foster the participation of Special Needs pupils in the social and academic process of the school and to enable pupils to become independent learners.

In general terms the SNA acts in a care and support role that is non-teaching in nature and works under the guidance and supervision of the Principal and/or class teacher. The role and duties of the SNA are more clearly defined in DES Circular 0030/2014.

An SNA may be appointed from the recognised panel or through interview. All SNAs must meet the minimum requirements.

The SNA is part of the class / school team supporting the relevant child/ren.

The SNA is at a remove from pupils, except when needed, so as not to become a barrier between pupil and teacher.

Duties of SNA:

1. Preparation and tidying up of classrooms.
2. Special assistance as necessary for children with particular difficulties e.g. helping special needs pupils with typing, writing, computers or other use of equipment.
3. Assistance with clothing, feeding, toileting and general hygiene and being mindful of health and safety needs of the pupil.
4. Administration of medication (supervisory role) and any information in relation to the needs of the child will be recorded as necessary.
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 Accompanying individuals or small groups who may have to be withdrawn temporarily from the classroom for one reason or another under the direction of the class teacher or the principal.
8. General assistance to the class teachers, under direction of the Principal. Special Needs Assistants may not act as either substitute or temporary teachers.
9. Participation with school development planning, where appropriate, and co-operation with any such changes in 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. An SNA might chat to a parent re physical / toiletry needs etc. but it would be inappropriate for them to discuss academic progress. In this case, the SNA must report all information back to the class teacher or principal.
11. Other duties appropriate to the post as may be determined by the needs of the pupils and the school from time to time.

The SNA will move between the allocated pupils, to cut down on over-dependence by any pupil, and avoid the "ownership" factor which might become the expectation of some parents/ guardians. Flexibility in the routine will prevent this assumption.

Role of the Special Educational Needs Organiser (SENO):

The allocation of special needs assistant posts to St. Multose will be reviewed on an annual basis by the SENO, in consultation with the principal.

The principal will decide the classroom allocation of SNAs, in consultation with the rest of the staff.

The sequence in which special needs assistants are appointed to Primary schools determines their seniority.

Signed: _____

Daniel Emerson

Chairperson of the Board of Management

Date: _____