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**JOB DESCRIPTION**

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| **Competition Title:** | Special Needs Assistant Panel |
| **Grade:** | Special Needs Assistant |
| **Reporting To:** | Principal or nominee |
| **Tenure:** | Permanent, Temporary, Full-time & Part-time Panel Positions |
| **Locations:** | WWETB Schools in Waterford & Wexford |
| **Applications to:** | [vacancies@wwetb.ie](mailto:vacancies@wwetb.ie) |
| **Competition Profile:** | Open Competition |

**Summary of Position**

The SNA provides the necessary non-teaching services to pupils with assessed educational needs. 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 class teacher. The SNA’s primary function is to ensure the care and support needs of the students are met on a daily basis.

**Essential 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.
* Good communication and interpersonal skills.
* The ability to build good relationships with pupils and colleagues/adults.
* Excellent organisational and planning skills.
* A passion for working with children and the ability to manage groups of pupils.
* Ability to manage difficult behaviour effectively.
* Flexibility and creativity.
* Ability to work on own initiative within a flexible, co-operative, team structure.
* Shows discretion in sensitive situations.
* Candidates are required to be fluent Irish speakers to apply for Meánscoil San Nioclás.
* Previous experience of working in the special educational needs and disabilities sector would be desirable for Gorey Hill School.

**Main Duties**

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

* Preparation and tidying up of classrooms.
* Assisting school children to board and alight from school buses. Where necessary travel as escort during school hours on school buses may be required.
* 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.
* Assistance with clothing, feeding, toileting and general hygiene and being mindful of health and safety needs of the pupil.
* Assisting on out-of-school visits, walks, examinations, and similar activities.
* Assisting the teachers in the supervision of pupils during assembly, recreation, and dispersal from the classroom for one reason or another.
* Accompanying individuals or small groups who may have to be withdrawn temporarily from the classroom for one reason or another.
* 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).
* Participation with school development planning, where appropriate, and co-operation with any such changes with policies and practices arising from the school development process.
* Engagement with parents of special needs pupils in both formal and informal structures as required and directed by school management.
* 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.

**Salary**

Salary will be paid in accordance with such rates as may be authorised by the Minister for Education

from time to time for SNA positions.

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Education. Rate of remuneration may be adjusted from time to time in line with Government Policy. Please refer to the <https://www.wwetb.ie/about/organisation/human-resources/pay/> for current salary scale. Successful candidates will be paid at point 01 of the salary scale unless they have previous relevant public sector service in experience.

**Application Form**

Applications must be made on the official SNA Application Form and all sections must be completed in full. When completing the application form accuracy is essential as the information supplied in the form will play a central part in the selection process. Applications can be accessed via: <https://www.wwetb.ie/about/organisation/human-resources/vacancies/>

**Shortlisting**

WWETB is an Equal Opportunities Employer. WWETB reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be on the basis of information supplied on the Application Form and the likely number of vacancies to be filled*. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.* The shortlisting process will provide for the assessment of each applicant’s application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level. Canvassing will automatically disqualify.

**Interview**

Selection from shortlisted candidates, shall be by means of a competition based on an interview conducted by WWETB.

Following interview, a panel of suitable candidates will be formed to fill SNA vacancies which may occur within 12 months from 1st May 2024 – 30th April 2025.

**General Information**

* **Pre-Employment Assessments**

Any offer of employment will be subject to verification of information provided on the application form, pre-employment medical examination, reference checks, and Garda vetting.

* **Citizenship**

Candidates should note that eligibility to compete for posts 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 and Norway. Swiss citizens under EU agreement may also apply.

* **Character**

Candidates shall be of good character.

Canvassing will disqualify.

In the event of potential conflicts of interest, candidates may not be considered for certain posts.