



Information Note TC 0017/2021

**To: The Managerial Authorities of Recognised Primary, Secondary,
Community and Comprehensive Schools and
The Chief Executives of Education and Training Boards**

Temporary Changes to the Job Sharing Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools - 2021/22 School Year

1. Introduction

- 1.1 In response to issues raised in relation to Special Needs Assistant (SNA) supply, the restriction of engaging in substitute work imposed in the Job Sharing Scheme as contained in Paragraph 9.1 of Circular 41/2014 was suspended for the 2020/21 school year. This Information Note advises that the restriction will also be suspended for the 2021/22 school year.
- 1.2 A Job Sharing SNA may now be employed to work in a substitute capacity, during the period he/she is rostered off duty.
- 1.3 Given the need to minimise movement between schools during the current COVID-19 pandemic, the Job Sharing SNA is limited to carrying out substitute work in his/her own school.

2. Pay Arrangements

- 2.1 A Job Sharing SNA who is employed in a substitute capacity will be paid the appropriate substitute daily rate of pay. Such substitute work is pensionable and will count towards superannuation.
- 2.2 A Job Sharing SNA undertaking a combination of work in a job-sharing capacity and as a substitute in his/her own school is not permitted to exceed their maximum number of weekly contracted hours i.e. their full-time SNA hours.

3. Circulation of Information Note

- 3.1 Please ensure this Information Note is circulated to all members of the Board of Management/Education and Training Boards and its contents are brought to the attention of all SNAs in your employment, including those on leave of absence.



3.2 This Information Note can be accessed on the Department's website at www.education.ie.

Clare Butler
Principal Officer
Teacher/SNA Terms & Conditions Section
28th June, 2021

Sinéad Keenaghan
Principal Officer
Payroll Division