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

Information Note for the filling of Special Need Assistant vacancies during the school year 2021/2022

1. Introduction
   1.1. This information note replaces Information Note TTC 0003/2020 on Circular 51/2019.

2. Circular 0026/2021
   2.1. The provisions of Circular 0026/2021 (Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2021/2022 school year) continue to apply for the filling of Standard SNA vacancies, with the inclusion of the following provisions namely:-

   2.2. At Section 24: “Schools/ETBs may decide at their discretion to facilitate interviews using digital technology, subject to the availability of suitable technological infrastructure and resources.”

   2.3. At Section 25: “Employers may only interview SNAs with a certified copy of Panel Form 1 (PF1) in the first instance”, with the inclusion of “Schools/ETBs may decide at their discretion to facilitate interviews using digital technology, subject to the availability of suitable technological infrastructure and resources.”

   2.4. At Section 26: “This second interview process, if required, must be held on a separate day and is subject to compliance with the provisions of Circular 0051/2019”, with the inclusion of “Schools/ETBs may decide at their discretion to facilitate interviews using digital technology, subject to the availability of suitable technological infrastructure and resources.”
3. **Circular 0051/2019 Recruitment and Appointment Procedures for Special Needs Assistants (SNAs)**

3.1. The provisions of [Circular 0051/2019](#) continue to apply with the following inclusions (noted in italics):

   **Section 7 - Criteria of Assessment**

   Section 7.3. The Interview Board shall meet as soon as practical and shall establish agreed criteria for the assessment of the applications and for interview prior to opening of the applications received. *This shortlisting meeting may, at the discretion of the Interview Board, be conducted remotely, using digital technology.*

3.2. **Section 9 - Interviews**

   The interview procedure remains the same, with the inclusion of following provision at section 9.1:

   *Schools/ETBs may decide at their discretion to facilitate interviews using digital technology, subject to the availability of suitable technological infrastructure and resources.*

4. **Circulation of Information Note**

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

4.2. This Information Note can be accessed on the Department’s website at [www.education.ie](http://www.education.ie)

---

*Clare Butler*

Principal Officer

Teacher/SNA Terms & Conditions

*5th July, 2021*