



## Information Note TC/IN 0002/2023

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

### **Amendment to the Job Sharing Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools**

#### **1. Introduction**

- 1.1 This Information Note advises employers of amendments to [Circular 0041/2014](#) titled 'Job-Sharing Scheme for Special Needs Assistants in recognised Primary and Post-Primary Schools'.
- 1.2 The contents of this Information Note should be implemented in respect of job-sharing applications for the 2023/24 school year and onwards.

#### **2. Definitions**

- 2.1 For the purpose of Circular 0041/2014, a new definition for 'wholetime post', is as follows:-

*'Wholetime post - means '(i) a 1.0 Full Time Equivalent (FTE) post allocated to a school, or (ii) a 0.83 FTE post allocated to a school.'*

- 2.2 The definition for 'Job-Sharing Special Needs Assistant' under Circular 0041/2014 is amended, as follows:-

*'Job-Sharing Special Needs Assistant – means a special needs assistant who (i) is sharing a wholetime post on a 50:50 basis or (ii) has applied to reduce their hours to 50% of a wholetime post'.*

#### **3. Basis of the Scheme**

- 3.1 Paragraph 3.1 of Circular 0041/2014 is amended as follows:

*'A special needs assistant may make an application to share their current wholetime post on a 50:50 basis i.e. to work half the weekly hours they are currently contracted to work'.*

- 3.2 Paragraph 3.2 of Circular 0041/2014 is amended as follows:

*'There are two options for a job-sharing arrangement:*

- Two special needs assistants, each holding a wholetime post with the same hours of work, in the same school apply to job-share one post*



- *One special needs assistant in a school applies to job-share, and the employer is willing to recruit a special needs assistant for the available hours on a specified purpose (fixed term) contract.'*

#### **4. Pay/Reckoning of Service**

- 4.1 Paragraph 8.1 of Circular 0041/2014 is amended as follows:

*'A job sharing special needs assistant will receive 50% of the remuneration that was payable to them in their contracted post, prior to commencement of job-sharing.'*

#### **5. Circulation of Information Note**

- 5.1 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.
- 5.2 All queries regarding this Information Note should initially be addressed to the employer who may wish to consult with their representative organisation. Any further queries may be directed to the Department at the following e-mail address: [teachersna@education.gov.ie](mailto:teachersna@education.gov.ie).
- 5.3 This Information Note can be accessed on the Department's website at [www.gov.ie](http://www.gov.ie)

**James Walsh**  
**Principal Officer**  
**Teacher/SNA Terms & Conditions Section**  
**13<sup>th</sup> March 2023**

**Angela Corcoran**  
**Principal Officer**  
**Special Education Section**