



Information Note TTC 0003/2020 on [Circular 51/2019](#)

**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 Period of Covid-19 Restrictions

Circular 0036/2020

The provisions of [Circular 0036/2020](#) (Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2020/2021 school year) continue to apply for the filling of Standard SNA vacancies, with the inclusion of the following provisions namely;

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.”*

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.”*

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.”*

Circular 0051/2019 Recruitment and Appointment Procedures for Special Needs Assistants (SNAs)

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

1. 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.*

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.

Alfie Barrett
Teacher/SNA Terms & Conditions
24 June 2020