



# **Mount Sackville Secondary School**

## **Special Needs Assistant**

### **Policy**

This is a statement of school policy for the role of Special Needs Assistants (SNA) working with pupils with Special Educational Needs (SEN) in Mount Sackville Secondary School.

### AEN Mission Statement

We aim to encourage self-confidence and self-esteem among all our pupils. The whole school, The Board of Management, Parents and Staff are committed to the creation of an inclusive, supportive learning environment for all pupils. All pupils who are recognized as having Additional Educational Needs are enabled and empowered to:

- Participate fully in the school community
- Acquire the personal, social, literacy and numeric skills needed for life
- Experience success
- Develop a positive self-image and encourage self-esteem

### Introductory Statement

Special Needs Assistants are recruited specifically to assist Mount Sackville Secondary school in providing the necessary non-teaching services to students who have been granted access to an SNA as well as those students with assessed special educational needs.

The duties of the SNA are delineated by the Principal/Deputy Principal on behalf of the Board of Management. Their work is assigned and supervised by the Principal, Deputy Principal, Dean of Year and AEN coordinator department. SNAs are part of the AEN team.

### Roles and Responsibilities

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, Deputy Principal and AEN coordinator. The role and duties of the SNA are outlined in DES Circular (0030/2014). The SNA should:

- Support the needs of students in effectively accessing the curriculum.
- Contribute to the quality of care and welfare of the students.
- Support learning and teaching in the classroom.
- Attend, where possible, training courses/workshops provided by the BOM.
- Liaise with SEN team regularly.
- Maintain an observation record/ record of support provided to their AEN student, which will be held in a secure location.
- Assist and accompany students on school trips, as appropriate.
- Facilitate sensory breaks and maintain a record of such.
- Carry out other appropriate duties as may be determined by the needs of the students and the school.
- Recognize their role in the health and safety of the student and in their social, emotional, and educational development, without developing a culture of dependency.
- Treat all matters relating to school business and their work as strictly confidential.

### Ratification and Communication

This policy was ratified by the Board of Management on 16<sup>th</sup> November 2023.

### Implementation and Review

This policy will be implemented from November 2023. It will be reviewed in November 2026.

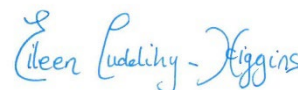
This policy was sanctioned by the Board of Management on 16th November 2023.

Signed:



Chairperson, Board of Management

Signed:



Principal, Secretary Board of Management