

An Roinn Oideachais agus
Eolaíochta
Rannóg Múinteoirí
Iarbhuíochais
Corn a Madadh,
Átha Luain,
Co. Na hIarmhí



Department of Education
And Science
Post Primary Teachers Section
Cornamaddy,
Athlone,
Co. Westmeath

Addendum to Circular Letter 02/05

Circular PPT 02/05

- 1. Revision of Rates of Pay for Regular Part-Time Special Needs Assistants employed by Vocational Education Committees:**
 - 1.1 The Minister for Education and Science wishes to advise Vocational Education Committees of revised pay arrangements for regular part-time special need assistants.
 - 1.2 Part-time special needs assistants who are employed for a regular number of hours each week over the course of the full school year may be paid at the appropriate revised hourly rate for each hour worked. A copy of the current rates is attached as Appendix A.
 - 1.3 Part-time special needs assistants who commence employment prior to the 1st November of a school year and are employed for a regular number of hours each week until the end of the school year may be paid as normal during July and August each year. Where service is deemed satisfactory one increment may be awarded for each year of service.
 - 1.4 Part-time special needs assistants who commence employment on or after the 1st November of a school year and are employed for a regular number of hours each week until the end of the final school term of the year should be paid holiday pay in accordance with the terms of the Organisation of Working Time Act, 1997.
 - 1.5 The terms outlined in Paras. 1.2, 1.3 and 1.4 are effective for the 2004/2005 school year. In implementing the terms as outlined Vocational Education Committees should ensure that the total payments made to Special Needs Assistants for the full school year including July and August do not exceed that warranted by reference to the terms of Paras. 1.2, 1.3 and 1.4.
 - 1.6 If a special needs assistant employed by a Vocational Education Committee is allocated thirty two or more hours each week and commences employment prior to the 1st November of a school year payment may be paid on the basis of the appropriate annual salary divided by the relevant divisor for the payment period ie. 52.18 in the case of persons paid on a weekly basis. Special needs assistants allocated thirty two or more hours each week and whose initial appointment is made after the 1st November of the school year may be paid on the basis of the appropriate annual salary until the end of the final school term of the year and should be paid holiday pay in accordance with the terms of the Organisation of Working Time Act, 1997.
 - 1.7 Vocational Education Committees should ensure that Special Needs assistants are placed on the correct point of the incremental scale. In this regard one increment may be awarded for each year of satisfactory service given as a special needs assistant.
 - 1.8 In implementing the terms of Paragraph 1.6 for the 2004/2005 school year Vocational Education Committees should ensure that the total payments made to Special Needs Assistants including July and August do not exceed the annual salary.

2. Superannuation Deductions:

Special Needs Assistants will be liable for superannuation deductions and arrangements should be put in place to commence superannuation deductions as soon as possible. In general, Special Needs Assistants will pay superannuation deductions as follows:

- 1.5% Spouses and Children's Pension (pre-tax deduction from net salary)
- 1.5% Superannuation (pre-tax deduction from gross salary)
- 3.5% Superannuation (pre-tax deduction from gross salary less twice the rate of Department of Social and Family Affairs Old Age Pension)

A Circular outlining the Superannuation Scheme provisions is currently being finalised and will issue shortly from the Pensions Unit of the Department.

3. Supervision and Special Needs Assistants:

- 3.1 The arrangements for supervision of students during assembly, recreational and dispersal periods are comprehended by the supervision/substitution scheme as outlined in Circular Letter PPT 01/03. This scheme provides resources to schools for the paid supervision of students on school premises by teachers and/or external supervisors outside of specified classroom teaching duties. The resources are determined by the teacher allocation to the school.
- 3.2 Part of the contractual duties of Special Needs Assistants is to assist teachers in the supervision of students during assembly, recreational and dispersal periods. Special Needs Assistants should not be instructed to directly supervise students but are required to be in attendance during these periods.
- 3.3 Vocational Education Committees are requested to ensure that the arrangements for supervision in schools are such that they do not conflict with the contractual duties of the Special Needs Assistant and are in compliance with the terms of the supervision/substitution scheme.

4. Modernisation Issues:

- 4.1 The terms of Sustaining Progress provide that payment of the final two phases of the benchmarking increase and the general round increases is dependent, in the case of each sector, organisation and grade on verification of co-operation with flexibility and ongoing change, satisfactory implementation of the agenda for modernisation, maintenance of industrial relations and absence of industrial action in respect of any matters covered by the Agreement.

Details of the modernisation agenda for Special Needs Assistants employed by Vocational Educational Committees will be forwarded in a further Circular.

This Circular can be accessed on this Department's website at www.education.ie under Education Personnel/Payroll Division.

Any communication with the Department in relation to the content of this letter should be e-mailed by the VEC allocations@education.gov.ie

A.Barrett
Principal Officer
January 2005

Appendix A

SPECIAL NEEDS ASSISTANTS	
	Rate at 1/12/2004
	€20,128
	€21,073
	€22,016
	€22,961
	€23,907
	€24,851
	€25,795
	€26,735
	€27,682
	€28,623
	€29,572
	€31,353
Long service increment w.e.f. 1/4/2000	€32,621