



**Circular 0035/2019**

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

**Changes to the Career Break Scheme for Special Needs Assistants  
employed in recognised Primary and Post Primary Schools -  
Employment while on Career Break**

The Minister for Education and Skills directs you to implement the changes, as stated for special needs assistants (SNAs) employed in approved posts funded by monies provided by the Oireachtas.

This Circular supersedes all previous rules and regulations in relation to employment while on Career Break for SNAs employed in recognised primary and post primary schools.

The regulations and procedures are to be implemented by each employer with immediate effect and all SNAs must adhere to the agreed terms and conditions.

Please ensure that copies of this Circular are provided 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.

This Circular can be accessed on the Department's website at the following link: [www.education.ie Home-Education Staff-Services-Breaks/Leave-Career Break](http://www.education.ie/Home-Education-Staff-Services-Breaks/Leave-Career-Break).

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24<sup>th</sup> June, 2019

## Definitions

For the purpose of this Circular the following terms shall have the meaning assigned to them unless the context indicates otherwise:

**Employer** – means a Board of Management/Manager/ETB. The Board of Management/Manager/ETB may delegate as appropriate, responsibility for matters set out in this Circular.

**ETB** – means an Education and Training Board.

**Post-qualification Professional Practice Condition** – means the period of supervised practice, which meets the Teaching Council's requirements in terms of procedures it has set down in relation to the induction of teachers into the teaching profession and the procedures and criteria it has set for probation of teachers including for periods of probation. This does not include teacher placement and only applies to appropriate post-qualification practice.

**Recognised School** – means a school which is recognised by the Minister for Education and Skills in accordance with Section 10 of the Education Act 1998.

**School Year** – as defined by the Minister for Education and Skills from time to time currently beginning on 1<sup>st</sup> September and ending on 31<sup>st</sup> August.

**Teacher** – means a person registered with the [Teaching Council](#)

**The Department** – means [The Department of Education and Skills](#).

## **1. Introduction**

- 1.1 The purpose of this Circular is to advise employers and SNAs of changes to [Circular 22/2012](#) titled “*Career Break Scheme for Special Needs Assistants in Recognised Primary and Post Primary Schools*” in relation to employment while on Career Break.

## **2. Employment while on Career Break**

- 2.1 Paragraph 7 of Circular 22/2012 titled “*Working whilst on Career Break*” is retitled to “*Employment while on Career Break*” and its content replaced as follows:-

7.1 *An SNA on Career Break is permitted to:-*

- (a) Carry out school placement in a recognised school whilst undergoing a programme of initial teacher education.*
- (b) Be employed as a teacher in a recognised school where he/she holds appropriate registration with the Teaching Council but is subject to post-qualification professional practice conditions. In order to fulfil the outstanding professional practice conditions, the SNA is permitted to teach in these limited circumstances.*
- (c) Be employed as a substitute SNA in a recognised school, subject to a limit of 90 days in a school year. Priority should be given to an SNA who is available for employment, before an SNA on Career Break is considered for substitute work.*
- (d) Work in the private sector.*
- (e) Engage in self-employment.*

7.2 *Please note that employment in the wider public sector other than under paragraph 7.1 (b) and 7.1 (c) above is not permitted whilst on Career Break.*