



Polasaí Cúntóir Riachtanais Speisialta *Special Needs Assistant Policy*

Fostaítear Cúntóir Riachtanais Speisialta go bunúsach chun cuidiú/cabhair a chuir ar fáil do dhaltaí le riachtanais speisialta i gcomhthéacs oideachasúil

'Special Needs Assistants are recruited specifically to assist in the care of pupils with disabilities in an educational context' (Guidelines on Special Needs Assistants, INTO)

Oibríonn an CRS faoi threoir an mhúinteora. Cuireann siad tacaíocht ar fáil don dalta, don mhúinteoir don churaclam agus don scoil.

The Special Needs Assistant works under the direction of the teacher. They provide support for the pupil, the teacher, the curriculum and the school.

1. Tacaíocht don Dalta *Support for the Pupil*

Nuair a cheaptar CRS cé go gcuirtear riachtanais daltaí áirithe san áireamh agus an ceapuchán á dhéanamh caithfear a bheith aireach gur gá cuidiú leis an dalta sin i gcomhthéacs rannpháirtíochta an dalta sin sa chomhthéacs ranga. Dá réir, nuair a thugtar tacaíocht don dalta sin tugtar tacaíocht do na daltaí eile a bhíonn i dteagmháil lesi an gCRS.

Although the SNA is employed with specific responsibilities for one pupil, the whole principle of inclusion means that a child who has a physical or learning disability should be helped to work in the company of other children. So, support for the pupil means support for all pupils with whom the SNA comes into contact.

2. Tacaíocht don Mhúinteoir *Support for the Teacher*

Séard atá i gceist leis seo ná go mbíonn an CRS ag cuidiú leis an Múinteoir, faoi threoir an Phríomhoide agus é/í ag comhlíonadh dualgaisí nach dualgaisí múinteoireachta iad.. Ina measc seo bheadh rudaí ar nós daltaí a thionlacan go seomraí eile lasmuigh den seomra ranga, ullmhúchán agus glanadh suas seomraí ranga, tionlacan daltaí go dtí'n bus scoile agus mar sin de. (féach ról agus dualgaisí)

This involves the SNA in being of general assistance to the class teacher, under the direction of the Principal in carrying out duties of a non-teaching nature. Support for the teacher will involve her carrying out a number of routine tasks such as escorting groups of young children to work areas outside the classroom, preparation and tidying up of classrooms, assisting children boarding and alighting from buses etc (See Role and Responsibilities).

3. Tacaíocht don Churaclam *Support for the Curriculum*

Ciallaíonn sé seo tacaíocht don mhúinteoireacht, chun cuidiú le daltaí páirt a ghlacadh i ngach gnéith den churaclam, Corpoideachas agus IT. *This involves supporting teaching, to help give pupils access to all areas of the curriculum, including PE and IT.*

4. Tacaíocht don Scoil *Support for the School*

Is ball d;fhóireann scoile an CRS , a oibríonn chun aidhmeanna na scoile a chur chun cinn.

SNA's are not only part of the staff of the school, but are part of a team which is involved in translating policy into practice in order to further the aims of the school.

Ról an Mhúinteora *The Role of the Class Teacher*

Bíonn an CRS ag obair faoi threoir an mhúinteora. Réitíonn an múinteoir an cheacht agus stiúránn si an fhoghlaim. Tacaíonn an CRS leis an múinteoir, agus da bharr seo tacaíonn sé/si leis na daltaí agus dá réir sin arís múineadh an churaclam. Oibríonn an CRS faoi threoir an mhúinteora , i suíomh ranga iomlán agus in amanta léi féin le grúpa beag daltaí no le dalta aonair.

The SNA always works under the direction of the class teacher. The teacher plans lessons and directs learning. The SNA provides support to the teacher, and through this to the pupils and to the teaching of the curriculum. She works under the direction of the teacher whether in the whole class situation, or on her own with a small group of pupils or an individual.

Chun go mbeadh éifeacht le hobair an ChRS is gá dualgaisí a bheith leagtha síos go soiléir. Is gá go mbeadh sí soiléir faoin gcaighdeán iompair lena bhfuiltear ag súil leis agus ar an méid atá le baint amach sa cheacht. Is gá go mbeadh sí ar an eolas faoin gcaighdeán oibre len a bhfuil an múinteoir agus an scoil ag súil leis. Is gá go mbeadh sí ar an eolas faoi riachtanais speisialta Oideachais an dalta agus go mbeadh sí in ann deighleáil leis chun go mbeidh an dalta in ann tairbhe a bhaint as an oideachas. Ba cheart go mbeadh aon eolas fóinteach ar fáil di a bhaineann leis an dalta faoina cúram. Tá ról an-tábhachtach aici toisc an méid aithne atá aici ar an dalta de bharr an méid ama a chaitheann sí leis/léi. Ba cheart go bhfáilteofaí roimh a hionchur agus POA á dheardh agus á athbhreithniú.

For the SNA to work most effectively, it is important to define her responsibilities clearly. She also needs to be aware of the standards of behaviour expected and what the pupils are expected to learn in a given class. She needs to know what the school's and class teacher's expectations are in terms of pupil's progress. She should be made fully aware of pupil's Special Educational Needs and what they entail, if she is to be able to deal with them confidently and help give the pupil access to the curriculum. She should be given relevant information on the needs and attainments of her assigned pupil and on the special educational provision being made for him/her. Because the SNA often spends more time with the pupil than the teacher does, she may well have important contributions to make to IEPs and Reviews.

Ról agus dualgaisí an ChRS *The Role of the SNA and Responsibilities*

Ról an ChRS *The role of the SNA is*

- Rannpháistíocht an dalta i bpróiseas acadúil agus sóisialta na scoile a chinntiú,
To foster the participation of pupils in the social and academic processes of the school
- Tacú leis an dalta neamhspleachas a bhaint amach sa bhfoghlaim
To enable pupils to become more independent learners
- Cuidiú leis an dalta caighdeán níos airde a bhaint amach.
To help to raise standards of achievement for specific pupils.

Rann pháirtíocht an dalta i bpróiseas acadúil agus sóisialta na scoile

Fostering the participation of pupils in the social and academic processes of the school

Feictear an cineál seo tacaíochta ...

This form of support for pupils is seen in

- Maoirsiú agus cuidiú le grúpaí beaga daltaí agus iad i mbun dualgaisí atá leagtha síos ag an múinteoir- An múinteoir a leagann síos an gníomhaíocht agus feidhmíonn an CRS faoi stiúr an mhúinteora. Bíonn an dalta in ann bheith páirteach gan “stigma” toisc iad a bheith difriúil toisc iad a bheith scartha amach ón bpiarghrúpa.
Supervising and assisting small groups of pupils in activities set by the teacher - Activities are set by teachers and the SNA works with the group under the management of the teacher. The SEN pupil is then able to work with the group without being stigmatised as ‘different’ because of frequent separation from their classmates for individual tuition.
- Forbairt scileanna sóisialta an dalta.
Developing pupils’ social skills.
- Tacú le daltaí i ngrúpaí , áit gan cabhair an ChRS go mbeidis scartha óna bpiarghrúpa.
Supporting children in groups, who might otherwise have been separated from other children for individual attention, promotes the inclusion of those children in mainstream work.
- Bheith ag faire amach nach ndeanfaí tromaíocht ar an dalta toisc iad a bheith difriúil
Spotting early signs of bullying.

Polasaí Frithbhullaíochta na scoile a leanúint agus an Múinteoir Ranga a chuir ar an eolas láithreach. *Some children find it easier to confide in an SNA and she may be the first to be alerted to instances of bullying. All such information must be treated as serious and be notified to the class teacher straight away.*

- Cuimsitheacht an dalta a chur chun cinn.
Helping the inclusion of all children.

Is féidir leia an gCRS an tuafás a dhéanamh chun tacú leis an dalta lán chuimsitheacht a bhaint amach. Is mor a chuidiú é cluichí a eagrú ar an gclos chun an aidhm seo a bhaint amach.

She can do much to help the inclusion of children into their school and support individual children who for one reason or another find it difficult to form friendships and good relationships with others. Organising games on the yard is a particularly successful way to do this.

- Aird a dalta a choinneáil ar an tasc idirlámhe.
Keeping children on task.

Má choinnítear aird an dalta ar an tasc cuideoidh sé go mór leis an dalta san fhoghlaim. Is féidir treoir an mhúinteora a athrá go ciúin nó nótaí a ghlacadh agus an múinteoir ag caint.
Helping the child to maintain focus and bringing him/her back on task will enable them to become better learners. She can do this by explaining points quietly, and repeating teacher’s instructions. It is helpful to make notes for the pupil as the teacher is speaking.

B. Cuir ar chumas an dalta bheith neamhspleach mar fhoghlaimoír.

Enabling Pupils to Become More Independent Learners

Nuair a mhothaíonn an dalta a bhfiúntas cuidíonn sé leo ina gcuid foghlama..

Children learn better if their efforts are appreciated and they feel valued. As they gain confidence, they will become more independent. SNAs can help pupils develop independence in their learning in several ways:

- **Spéis a léiriú** *Showing Interest* -

Féin mhuintín an dalta a fhorbairt trí spéis a léiriú in ngach a dhéanann siad.

SNAs have an important part to play in raising the self-esteem of children by showing interest not only in their work but in what they do outside of school

- **Ag cuidiú le daoine aonair i dtascanna oideachais**

Assisting Individuals in Educational Tasks - Bheith san airdeall ar an dtábhacht a bhaineann leis an difríocht idir cabhair a thabhairt agus an obair a dheanamh dó. The SNA can assist the pupil to increase his/her knowledge, skill and understanding, but this assistance must be balanced. Only intervene if absolutely necessary. Allow the pupil to make mistakes- never do the work for them. Be there to help, support and encourage - not to provide the right answer.

Feasacht ar cén t-am cuidiú agus cathain a chaithearfear ligint don dalta obair as a stuaim féin. *It is important not to allow or encourage the child to 'cling' as this can be stultifying and demeaning for the pupil. It can also mean the child gets insufficient input from the teacher. The SNA needs to know when to stand back and enable the child to work with other pupils in a group.*

- **Ag obair le gníomhaireachtaí seachtracha** *Working with Outside Agencies - Tacú le leithéidí teiripeoir urlabhartha agus eile, faoi threoir an mhúinteora The SNA can play an important part in supporting the work of outside agencies such as speech therapists and educational psychologists, under the guidance of the class teacher.*
- **Cuidiú le daltaí le raictanaisí fisiciúla.** *Assisting Pupils with Physical Needs - Nuair a bhíonn gá leis cabhair a sholáthar do dhaltáí go háirithe le beathú/gléasadh/leithreas &rl ar an dtuiscint gur gá dúinn bheith san airdeall ar riachtanaisí ag dul i léig de réir mar a éiríonn an dalta níos sine más féidir. Beidh gá le cabhair a sholáthar le feitheoireacht clóis chun tacú leis an múinteoir ar dhualgas. Assisting pupils, when help is necessary, in a tactful manner, and not at other times, enables pupils with physical disabilities to become more independent learners and to move towards independence as adults. This applies to assistance with clothing, feeding, toileting and general hygiene. The pupil may need assistance to board and alight from school buses or on out of school visits, walks and similar activities. The SNA will also be required to assist the teacher in the supervision of pupils with special needs during assembly, recreational and dispersal periods.*

3. Ardú spriocann foghlama na daltaí uile.

Help to Raise Standards of Achievement of all Pupils

Cé go mbíonn an CRS ag plé le dalta ar leith árdáitear spriocanna foghlama daltaí uile. *Even when working with individual pupils, the SNA is assisting with the others in the class as they are thereby free to progress at their own pace.*

- **Bheith gafa leie an leibhela ranga iomlán.** *Being involved at Whole Class Level - Súile breise lámha breise cúnamh breise sa rang SNAs can alternate helping with particular pupils. An extra pair of hands, eyes and ears is very useful in art, games and PE. Supporting the teacher by listening or reading to small groups is very helpful. She can also reinforce the teachers work on spelling, for example.*
- **Ullmhú Abhair Ranga** *Preparing Classroom Materials - Réiteach ábhar don rang , rud a chuidíonn leis an múinteoir agus dá réir daltaí uile an ranga Getting materials ready for the lesson, preparing worksheets, preparing books and setting up equipment all help free up teaching time to the benefit of all the class.*

Rúndacht Confidentiality

Tá sé tábhachtach go mbeadh tuiscint ag an gCRS ar thábhacht rúndachta chomh fada agus a bhaineann sé leo mar bhall d'fhoireann na scoile. **Níl sé ceaduithe aon phlé a dhéanamh ar an bpáiste, an rang, an múinteoir nó aon ghníomhaíocht scoile gan cead an mhúinteora.** Is gá ceisteanna ó thuismitheoirí a athreorú chuig an múinteoir ranga nó an gcomhordaitheoir MTFA

Information received on children, and observations made in classrooms, need to be handled sensitively and carefully and are often only to be shared with particular members of staff. SNAs may be closer to parents than teachers, as they may themselves be from the immediate community, and may, or might have been, themselves parents of pupils in the school. Some parents may therefore consider them more approachable than teachers.

It is very important therefore, that the SNA recognises the rules of confidentiality which govern her role as a member of the school staff. No discussion of the child, the teacher, the class or the events of the school day should take place without consultation and agreement with the class teacher.

Parents with questions or issues about school policy or practice should be referred directly to the class teacher or the SEN co-ordinator. This applies to direct face-to-face communication or indirect telephone communication. (It is not always appropriate for parents to have a phone number of a member of staff).

I nGaelscoil Liatroma is faoi stiúradh an Phríomhoide Caitriona Nic Chonchradha a bhíonn an CRS ag feidhmiú sna seomraí ranga. Bíonn cruinnithe rialta ann idir an CRS agus an Príomhoide agus na Múinteoirí a bhíonn I gceist.

In Gaelscoil Liatroma the SNAs are deployed to work in classrooms under the direction of Príomhoide Caitriona Nic Chonchradha. Regular meetings take place with class teachers SNA and the Principal

Aithnímid go bhfuil scileanna áirithe againn ar fad agus roinnimid na scileanna sin lena chéiel *Where SNAs have special skills, these can be put to good use throughout the school.*

Cuirtear traenáil ar leith ar fáil mara aoireann agus íocann an BB as aon traenáil ar leith atá riachtanach *Relevant training opportunities are provided, as is considered appropriate, and it is expected that all SNAs will take advantage of these opportunities. BoM cover the cost of all necessary training where possible.*