

FREQUENTLY ASKED QUESTIONS ON CHANGES TO THE 72 HOURS AND NEW RULES FOR JUNE WORKING

<p>Will I have to attend school in June?</p>	<p>You will have to attend school if you have SNA suitable work to do. SNA suitable work includes supporting a student with SEN during exams and in-person trainings. You will be able to do online training from home or training at another location. You will not have to attend school unless you are needed in your role as an SNA.</p>
<p>Will I need to attend work in June for a set time every day?</p>	<p>No. In June, your workday will be based on the tasks you have to do. When you finish your tasks for the day you will be finished. Even if it is the last day of the year. Your tasks should only be tasks suitable for an SNA.</p>
<p>Will I be able to go home when I finish my work?</p>	<p>Yes. In June, you will not have set hours for your workday. You will be able to leave when you have finished your tasks.</p>
<p>Should my principal give me a list of work to do in June? Can they add more work to the list?</p>	<p>Yes. You should ask your principal or SENCO for a list of the tasks you will do in June. Ask them as early as possible.</p>
<p>What should I do if the work I am given in June is not SNA suitable?</p>	<p>You should tell school management that the work is not suitable for SNAs. Ask them to give the work to a suitable member of staff. If you do not know if the work is SNA suitable you can ask your Fórsa rep. They will give you help and advice.</p>
<p>Could my school make me be a superintendent, reader, scribe or exam aide?</p>	<p>No. You will be able to volunteer to do any of these jobs if you want. Your school will not be able to force you do any of these jobs.</p>
<p>What does 'assist students with SEN as required during exams' mean?</p>	<p>It means you will support your student the same way you do day-to-day. Your role will not change during exams.</p>
<p>In June, could I be asked to do the work of another staff role? For example, a secretary or caretaker.</p>	<p>No. SNAs will only have to do SNA work. The only work you will need to do is work that supports students with care needs. You will not need to do work that supports students with care needs that is usually done by a teacher or SENCO or any other member of staff.</p>
<p>In June, will I have to attend work for things like homework clubs, sports clubs or summer camps?</p>	<p>No. You do not have to attend these extra school activities. This will not change. Extra school activities are not part of your job as an SNA. Usually, you should get a separate payment for this work.</p>
<p>In June, will I have to attend work for the school's summer programme?</p>	<p>No. You do not have to take part in your school's summer programme. This will not change. You can agree to take part in the summer programme if the school asks you to. You should be paid for this work on top of your SNA salary.</p>

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What will my job be when we are setting up exam centres?

You will help your students by setting up any equipment they will need, and you will make sure they have everything they need to take the exam. You will not need to do any task that is not suitable for an SNA. Things like moving furniture is a caretaker's job.

REPLACING THE 72 HOURS

Will I still have to work the 72-hours?

No. The 72 hours will be replaced with continual professional development (CPD) and school community time (SCT). Both are described in the circular. Principals will not be able to use CPD or SCT to make SNAs do unsuitable work.

Does 'hours outside the normal hours' mean I will have to work with students outside of classroom hours?

No. Hours outside of classroom hours are still non-contact time.

How much time will I need to spend training?

You will have to spend a minimum of 10 hours training each year. You will not need to take part in formal training. Training can include watching a suitable video on the SNA hub or something similar. You will not spend more than the maximum of 36 hours training in a year. The school, Department of Education or the NCSE will organise and fund any training they ask you to take. Doing a level 6 SNA course will count as 20 hours of training.

What types of training will I have to do?

There are three types of training:

1. Mandatory - things like manual handling and child protection.
2. Training to help you support a student's specific care need.
3. More general SNA related training. This includes anything that will help you do your job as an SNA. You can take on SNA suitable trainings with the national SNA training programme.

Who will organise my training?

The school, Department of Education or the NCSE will be able to ask you to do a training. They will organise and pay for any training they ask you to do. You can organise your own training if you think it will help you do your job. The training will have to be approved to count towards your training time. You will have to organise training for yourself if your school does not organise training for you. This can be online and free.

If management tell me I need to do a training, who will pay for it?

If management tell you to do a training, they will have to pay for it. You will not have to pay for any training organised by your school. They cannot instruct you to do training you have to pay for yourself.

Will I have to do the full 36 hours of training time?

No. You will only need to do the minimum of 10 hours of training time. If your school, the department, or the NCSE want you to do a training you will have to do it. You will have to do the training even if it takes you past the minimum 10 hours.

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<p>What is a 'community of practice'?</p>	<p>A community of practice is when you come together with a group of other SNAs to discuss ways of dealing with problems that come up in your work as SNAs. It should be organised and funded by school management.</p>
<p>What is school community time?</p>	<p>'School community time' is the time you will spend working with other staff on the planning and policy work of the school. This is broken down into two categories:</p> <ul style="list-style-type: none"> ▪ student support planning and review. ▪ school policy and planning.
<p>Will I have to do the full 36 hours of school community time?</p>	<p>No. You will have to do a minimum of 10 hours of student support planning and evaluation. You will only have to do a maximum of 10 hours of staff meetings and policy development work.</p>
<p>How long will I have to work for school community time?</p>	<p>You will have a minimum of 10 hours of student support planning/review and a maximum of 10 hours of policy planning and whole school collaboration. You can have a maximum of 36 hours of school community time but the Department suggests only 20 hours.</p>
<p>What is student support planning and review?</p>	<p>Every student with SEN support needs a personal plan. Student support planning and review is the time you will spend working on these plans. It is also time you will spend meeting with parents and teachers to talk about how your student is getting on.</p>
<p>What is policy planning and whole school collaboration?</p>	<p>This is when you work with other staff members to deal with issues that effect the whole school community. This includes when you work on school policies or when you attend staff meetings.</p>
<p>Could school community time count as training?</p>	<p>No. You cannot move time from school community time to training time and you cannot move training time to be part of school community time.</p>
<p>Will I be able to schedule school community time?</p>	<p>You will not schedule most of your school community time. Things like parent-teacher evenings, and planned staff meetings will be scheduled. Your school should give you reasonable notice ahead of school community time.</p>
<p>How will I record school community time? By the minute or in blocks?</p>	<p>You will record school community time in blocks. The blocks will be 1 hour or 2 hours and 30 minutes. For example: you will record a 45 minute task as 1 hour and you will record a task that takes 1 hour and 5 minutes as 2 hours and 30 minutes.</p>
<p>Will I still do the full 36 hours if I don't work full time?</p>	<p>No. If you work less than full-time hours you will not need to do the full 36 hours of school community time. Your school community time will suit the amount of time you work in a week. If you work half time, you will have to do half the amount of school community time. If you work 83% of the full-time week, you will have to do a maximum of 30 hours. This is the same for training.</p>

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Who will keep a record of school community time?

You will keep a record of the time you spend on training and school community time. The department made a template sheet for keeping time. You can find it at the end of [Circular 32/2026](#). You will keep your time on this sheet and give it to school management at the end of each term. They will keep it on file in case the Department wants to inspect it.

What will I do if my principal tells me to do work that is not suitable for an SNA?

You can refuse. If they keep asking you to do work that is not suitable for an SNA, you should talk to your local Fórsa committee or official. They will give you advice and they will intervene on your behalf if you need them to. School inspectors will examine the work SNAs are being asked to do. If your principal has given you work that is not suitable for an SNA the inspectors will intervene.

When will these changes happen?

If members vote to accept the deal, the changes will begin from this September for the 2026/2027 school year.

How will we change the agreement if there are unexpected problems?

There will be unexpected problems but after two years we will take part in a review. The review will be in the 2028/29 school year. Tell us if you have problems and we will deal with them. Examples will help us to fix problems with the agreement when we take part in the review.