An Chomhairle Náisiúnta
um Oideachas Speisialta
National Council
for Special Education

What is the special school Teacher Application process (SSTAP)?

The NCSE through engagement with special schools is aware that sometimes an exceptional circumstance can have a substantial impact on your school. To support your school to respond to this identified additional need a process has been developed to facilitate a request from your school for additional teaching resources.

This process is the Special school Teacher application process.

When should your school apply?

You may apply if your Special school can demonstrate that **exceptional or unforeseen circumstances** have resulted in a complexity of student need that is significantly greater than anticipated through the annual profiling process.

Applications should demonstrate:

- The nature of the exceptional circumstances.
- The impact on students and the wider school community.
- Evidence of interventions already implemented.
- How current teaching resources are being used in your school.
- Why existing allocations are insufficient to meet the identified needs.

Application Categories

Schools can apply under **one or more** of the following categories:

Category A: Teaching and Learning

Apply where:

Category A Teaching and Learning

- Despite the resources that are already in place and with the school implementing a variety of significant and targeted interventions. A specific student, or group of students continue to face challenges in successfully accessing an appropriate education.
- These Students require consistent and sustained support beyond what would ordinarily be available, in the school and the school can evidence this.
- The school can demonstrate that there is a significant and ongoing impact on teaching and learning.

- These students consistently find the classroom environment overwhelming and often are unable to sustain peer interaction for extended periods of time.

Category B: Whole-School Wellbeing

Apply where:

- Despite the resources that are already in place and with the school implementing a variety of significant and targeted interventions The profile of need within the class or school is significantly greater than the enduring learning, social, emotional, behavioural or physical challenges, which are profiled for the school.
- These needs are significantly greater than those typically encountered within your school.
- Despite targeted supports, ongoing behaviours of concern present health and safety risks for students and staff.

Category C: Change in your School.

Apply where:

- Despite the resources that are already in place and with the school implementing a variety of significant and targeted interventions your school has experienced a significant change in student profile.
- Students present with additional significant and enduring complex needs.
- Extensive interventions have been implemented and reviewed.
- Current teaching allocations do not have the demonstrable capacity to meet the increased level of need.

How to Apply

Apply through the NCSE School Support portal LINK.

Choosing Special School Teacher application and complete all sections.

What you will need

When applying through the NCSE School Portal, LINK your school will be asked to provide:

- Details of exceptional circumstances.
- Evidence of identified need.

- Information on current teaching deployment.
- Details of interventions implemented.
- Planned use of any additional teaching allocation requested.

Supporting Documents

Please upload:

- **Redacted** Student Support Plans (SSPs) of Students in class(es) requiring support.
- Current teacher deployment information (Including timetable of any ETP posts in school)
- Evidence of intervention reviews
- Evidence of professional learning undertaken by staff
- Timetables of class teachers of classes that require additional support.

Please do not submit personally identifiable student information or professional reports.

What happens during the review process?

- The review panel will meet and consider all documentation provided by your school.
- The review panel will consider the staffing resources in your school and how they are being used to support Students.
- The review panel will arrange a telephone call with you the Principal to discuss the application.
- In some cases, a visit may be scheduled with your school.

To decide on this request, the NCSE will look at four areas:

– The level and type of students' needs in the school
– The number of teachers already working in the school
– How the school engages with Teacher Professional Learning
– How the school currently support the exceptional circumstance as evidenced on the application.

Possible Outcomes

- Recommend no change to the current teaching allocation.
- Recommend advisory support.
- Recommend a temporary increase in teaching allocation.
- Recommend a temporary increase in teaching allocation and advisory support.

Outcomes will be communicated to the school within three weeks of application being accepted.

How Schools Will Be Supported

Throughout the process, schools will have access to:

- Guidance documentation.
- Support from SENOs
- Support from NCSE Advisors.
- Clear communication throughout the review process.