



Special Educational and Additional Needs (SEAN) Representative

HEN Description of Responsibilities Consecutive terms limited to 5 years

revised October 2020

General Responsibilities for all NCB members

Each NCB member

- shall function within the remit of the HEN Constitution.
- shall treat each other with respect and adhere to the Code of Conduct for NCB Officers as set out per NCB policy.
- has a responsibility, in addition to the specific duties for each role, to participate in matters related to the daily operation of HEN, including discussions and decision making for policies and issues that arise.
- should endeavour to attend a minimum of two NCB meetings in the year in which they serve, from one AGM to the next.
- needs to be able to carry out additional business of the NCB outside of the NCB meetings via electronic means, including by email, Facebook groups and phone.
- Will be aware that any email address they use will come under the remit of the Data Protection legislation. It is therefore advisable that they use a generic HEN email address and not their personal email address for electronic correspondence.

Specific Responsibilities for the SEAN Representative:

The Special Educational and Additional Needs Representative:

- Must have a profound understanding of problems of home educators with disabilities and special educational and additional needs
- Shall be up to date as well as continuously research the relevant legislation and debate regarding SEAN.
- Provides support and assistance to HEN members regarding home educating children with SEAN, including but not limited to the registration and assessment process.
- Undertakes lobbying and inclusion service with Tusla and other state agencies or organisations in consultation with the Tusla Liaison Officer.
- May represent HEN publicly and may make statements on behalf of HEN regarding SEAN and home education but must ensure that statements or other representations are discussed and agreed with the NCB.