



ÉCOLE EUROPÉENNE LUXEMBOURG I – KIRCHBERG

2 ASSISTANTS ISA (SEN) (M/F/D) FOR THE POLISH SECTION OF THE SECONDARY CYCLE Part-time (24h45 & 26h15 /week)

Ref. 2022-11-PAS-SEC-PL-ISA-ASS

Job description

Mission :

Two Polish-speaking assistants ISA for pupils with special educational needs (SEN) in the Secondary cycle are being recruited for the school year 2022-2023 (at the earliest convenience) to support the teaching team of the European School Luxembourg I. They will work closely with the support coordinator and the secondary teachers.

Main roles:

- Assist teachers in planning, preparing and supporting the SEN student during classroom activities.
- Provide material assistance with the record keeping of the SEN student's work.
- Monitor the SEN student's work and assist him/her, if necessary, with additional explanations.
- Promote the SEN student's good behavior, using positive discipline techniques.
- Assist the SEN student with personal hygiene if necessary.
- Observe the behavior and development of the SEN pupil and communicate observations to teachers and the support coordinator (file management: targets and progress, weekly observations).
- Provide temporary supervision of the class when the teacher is unavailable.
- Adhere to the policies and procedures of the European School of Luxembourg 1.
- Work closely with the support coordinator and the student's teachers and maintain a cooperative and respectful relationship.
- Work in confidentiality.
- Participate in various activities that contribute to the general education of the students.
- Participate in meetings organized by the Management or its representatives.
- Participate in school visits and trips, as requested by the Management.
- Participate with teachers in parents' evenings and information meetings.
- Participate in pedagogical days and training courses.
- Assist on administrative tasks according to the needs of the school.

Profile :

- The candidate has to be a national of a Member State of the European Union or be in possession of an authorization to work in the Grand Duchy of Luxembourg (valid at the time of application).
- The candidate will have a degree or qualification appropriate to the role of SEN assistant in the national system; Experience with children with special needs.
- The candidate will have a good knowledge of learning disabilities and their compensation.
- The candidate will be a **native Polish speaker (mother tongue level or at least a C2 level) and at least a B2 level in French or English.**
- Knowledge of other European School languages is an advantage.
- First aid training is an advantage.
- The candidate will be willing to cooperate with colleagues and management and will have good communication and teaching skills.
- The candidate will have knowledge of the European School system and be motivated to work in a multilingual and multicultural environment.
- The candidate will have a strong sense of responsibility and an impeccable personal presentation.

We offer :

- A **fixed term contract** until 30.09.2023 in accordance with the legislation in force in the Grand Duchy of Luxembourg and the Staff Regulations for Administrative and Ancillary Staff of the European Schools. : (<https://www.eursec.eu/fr/Office/official-texts/basic-texts/en> under "Service Regulations for the Administrative and Ancillary Staff (AAS) of the European Schools - 2007-D-153-en-13" (<https://www.eursec.eu/BasicTexts/2007-D-153-en-13.pdf>).
- **24h45 (33 periods) per week / 26h15 (35 periods) per week;**
- The initial gross monthly salary (for 24h45 per week), payable in 13 months, ranges from €1.855,64 (Index 877.01) to €2.783,47 (Index 877.01) depending on the candidate's proven experience. Further details of the salary scale can be found on page 31 of the document "Staff Regulations for Administrative and Ancillary Staff (AAS) of the European Schools - 2007-D-153-en-13".
- **The employee benefits from all the holidays of the School's calendar.**

Recrutement procedure :

- All applications have to be uploaded exclusively via the recruitment portal of the European School Luxembourg I – Kirchberg. (<https://www.euroschool.lu/vacancies>) at the latest by **Sunday 27th November, 2022** to the attention of

Mr Martin WEDEL
Director of the European School Luxembourg I

Indicating the reference **2022-11-PAS-SEC-PL-ISA-ASS** in the motivation letter.

- A letter of motivation, a detailed curriculum vitae (if possible in "Europass" format), a copy of the study diploma and an extract from the criminal record (bulletin 3 and 5 for Luxembourg or equivalent for other countries) dated less than 3 months, and, if applicable, a valid authorization to work in the Grand Duchy of Luxembourg for non-EU nationals, must be attached to the application. **All documents must be uploaded in PDF format!**
- Incomplete applications, sent by post, by e-mail or after the deadline will not be considered.
- No reply will be given to candidates before the end of the procedure.
- **Those interested in this position who do not have the required profile are kindly requested to refrain from applying.**
- Interviews are scheduled for the **week starting 28th November 2022.**

Detailed information about our school and the European Schools in general can be found on the website of the European School Luxembourg I www.euroschool.lu respectively on the website of the European Schools www.eursec.eu .

Please note that all personal data will be stored electronically, while respecting privacy laws. Candidates who object to this are kindly requested to inform us. You can consult our [Privacy Statement](#) online.

Requests for additional information have to be addressed until November 24th , midday to the following email address elise.meyniel@eursec.eu .