



ECOLE EUROPEENNE DE  
LUXEMBOURG I – KIRCHBERG

The European School Luxembourg I is looking for

**1 EDUCATIONAL SUPPORT ASSISTANT (M/F/D)  
FOR THE PORTUGUESE SECTION  
OF THE PRIMARY CYCLE  
(MIN. 20 HOURS/WEEK – PART TIME –  
FIXED TERM CONTRACT 1 YEAR)**

**2024-07-PAS-PRI-PT-EDU-SUP-ASS**

**Job description**

**Mission:**

One Portuguese-speaking educational support assistant for pupils with special educational needs (SEN) in the Primary cycle is recruited for the period from 01/09/2024 to support the teaching team of the European School Luxembourg I. He/she will work closely with the support coordinators and the Primary 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.



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- 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.
- Must be available for work on **5 days/week** during the following periods:
  - Monday:** 8:30am – 4:00pm
  - Tuesday:** 8:30am - 1:00pm
  - Wednesday:** 8.30am - 4:00pm
  - Thursday:** 8.30am - 1:00pm
  - Friday:** 8.30am - 1:00pm

**Profile:**

- The candidate will have a degree or qualification appropriate to the role of educational support assistant in the national system.
- The candidate will have 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 Portuguese speaker (mother tongue level or at least a C2 level).
- Knowledge of other European School languages is an advantage (DE, EN or FR, at least a B2 level).
- 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.
- 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).

**We offer:**

- A fixed term contract from September 1<sup>st</sup> 2024 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-14" (<https://www.eursec.eu/BasicTexts/2007-D-153-en-14.pdf>).



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- Minimum 20 hours per week.
- The initial gross monthly salary (for 20 hours per week), payable in 13 months, ranges from €1,646.27 (Index 944.43) to €2,469.42 (Index 944.43) depending on the candidate's proven experience. Further details of the salary scale can be found in the appendix to this job description.
- The assistant benefits from all school vacations in the school calendar.

**Recruitment 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 **Friday, August 25<sup>th</sup> 2024** to the attention of  
Mr. Martin WEDEL  
Director of the European School Luxembourg I  
and indicating the reference **2024-07-PAS-PRI-PT-EDU-SUP-ASS** in the motivation letter.
- The application must be accompanied by:
  - a **motivation letter (EN)**,
  - a **detailed curriculum vitae** (if possible in « Europass » format) **(EN)**,
  - a **copy of the study diploma**,
  - an **extract from the criminal record** (bulletin 3 and 5 for Luxembourg or equivalent for other countries) dated less than 3 months,
  - if applicable, a valid authorisation to work in the Grand Duchy of Luxembourg for non-EU nationals, must be attached to the application.
- **All documents uploaded must be 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 the week of August 26<sup>th</sup> 2024.**

**Due to possible maintenance work, the school website may not be available every day during the school vacations.**

**If this is the case, please try again another day (respecting the time limit).**

**If you are able to access the recruitment portal but are still having difficulty filing, try to change your browser. If the problem persists, please contact us.**

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](http://www.euroschool.lu) respectively on the website of the European Schools [www.eursc.eu](http://www.eursc.eu) .

Requests for additional information will be handled until August 22nd, midday, and have to be addressed to the following email address: [elise.meyniel@eursc.eu](mailto:elise.meyniel@eursc.eu).

Please note that, due to school vacations, it is not always possible to reply on the same day.

**Annex**

Barème applicable à partir du 01.01.2024  
au personnel administratif et de service

Toutes valeurs en EUR  
Indice appliqué: 944.43000

Grade	Fonction	Echelon 1	Echelon 2	Echelon 3	Echelon 4	Echelon 5	Valeur échelon	Nombre de mois
7								
6	Comptable principal	9,088.83	9,422.09	9,755.35	10,088.61	10,421.87	333.26	13
5	Comptable principal - DPO - Psychologue - Bibliothécaire - Assistant informatique - Comptable - Assistante direction - Technicien supérieur - Responsable sécurité - Conseiller en prévention	7,755.79	8,089.05	8,422.31	8,755.57	9,088.83	333.26	13
4	Comptable principal - DPO - Psychologue - Bibliothécaire - Assistant informatique - Comptable - Assistante direction - Technicien supérieur - Responsable sécurité - Conseiller en prévention - Secrétaire - Infirmières - Aide-Comptable - Préparateurs scientifiques	6,543.99	6,846.94	7,149.89	7,452.84	7,755.79	302.95	13
3	DPO - Psychologue - Assistant informatique - Comptable - Assistante de direction - Technicien supérieur - Responsable sécurité - Conseiller en prévention - Bibliothécaire - Secrétares - Infirmières - Aide-Comptable - Techniciens TIC - Techniciens - Concierges - Préparateurs scientifiques - Assistantes maternelle - Assistants SEN	5,453.31	5,725.98	5,998.65	6,271.32	6,543.99	272.67	13
2	Secrétaire - Infirmière - Aide-Comptable - Techniciens TIC - Techniciens - Concierges - Préparateurs scientifiques - Assistantes maternelle - Assistants SEN	4,483.83	4,726.20	4,968.57	5,210.94	5,453.31	242.37	13
1	Technicien TIC - Technicien - Concierge - Préparateur scientifique - Assistante maternelle - Assistant SEN	3,635.51	3,847.59	4,059.67	4,271.75	4,483.83	212.08	13

A partir du 01.01.2024 application de l'article 1 de la loi du 29 mars 2023 (accord salarial dans la Fonction Publique du 9 décembre 2022): augmentation linéaire et permanente de 1,95% de tous les salaires.