

The European School Luxembourg I is looking for

## **EDUCATIONAL SUPPORT ASSISTANTS (M/F/D) PORTUGUESE-SPEAKING AT THE SECONDARY CYCLE (MIN. 15 HOURS /WEEK – PART TIME – FIXED TERM CONTRACT)**

**2025-07-PAS-SEC-PT-EDU-SUP-ASS**

### **Job description**

#### **Mission:**

Several Portuguese-speaking educational support assistants for pupils with special educational needs in the Secondary cycle are recruited at the earliest convenience as of 1st September 2025 to support the teaching team of the European School Luxembourg I. They will work closely with the support coordinators and the Secondary teachers.

#### **Main roles:**

- Assist teachers in planning, preparing and supporting the student(s) during classroom activities.
- Provide material assistance with the record keeping of the student's work.
- Monitor the students' work and assist him/her, if necessary, with additional explanations.
- Promote the student's good behavior, using positive discipline techniques.
- Assist the student with personal hygiene if necessary.
- Observe the behavior and development of the 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 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 (EN, FR or DE, 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 must 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).
- Must be available for work on **5 days/week** during the following periods:
  - Monday:** 8:20am - 4:00 pm
  - Tuesday:** 8:20am - 4:00 pm
  - Wednesday:** 8.20am - 4:00 pm
  - Thursday:** 8.20am - 4:00 pm
  - Friday:** 8.20am - 4:00 pm

#### We offer:

- A fixed term contract from 1<sup>st</sup> September 2025 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-15" (<https://www.eursec.eu/BasicTexts/2007-D-153-en-15.pdf>).
- Minimum of 15 hours per week (worked hours). This corresponds to a paid workload of 12,74 of 37,5 hours per week, which includes the necessary compensation for paid school holidays, as the staff member will be entitled to all school holidays off. As a result, the effective employment rate is 34% of a full-time position.

- An increase in working hours may be possible but cannot be guaranteed. This will depend on the needs identified during the first weeks of the school year.
- The initial gross monthly salary (for a minimum of 15 hours per week worked), payable in 13 months, ranges from 1.290,88 EUR (Index 968,04) to 1.936,34 EUR (Index 968,04) depending on the candidate's proven experience. Further details of the salary scale can be found in the appendix to this job description.

**Recruitment procedure:**

- All applications have to be uploaded exclusively via the recruitment portal of the European School Luxembourg I. (<https://www.euroschool.lu/vacancies>) at the latest by **Wednesday 20 August 2025** to the attention of  
Mr. Martin WEDEL  
Director of the European School Luxembourg I  
and indicating the reference **2025-07-PAS-PRI-PT-EDU-SUP-ASS** in the motivation letter.
- The application must be accompanied by:
  - a **motivation lettre (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 you are unable to provide the extract at the time of submitting your application, please include proof that it has been requested. In this case, the extract must be submitted no later than before the interview).**
  - 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 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 **25 August 2025.**

Please note that due to potential maintenance work, the school website may occasionally be unavailable during school holidays. If this occurs, please try again on another day, ensuring that you still respect the application deadline.

If you can access the recruitment portal but encounter difficulties completing your application, try using a different browser or consult the section below titled “FAQ: Troubleshooting Steps for Accessing the Recruitment Portal” for further assistance.

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.eurisc.eu](http://www.eurisc.eu).

Requests for additional information will be processed until 19 August 2025 (midday) and should be addressed to the following email address [elise.meyniel@eurisc.eu](mailto:elise.meyniel@eurisc.eu). Please note that job-specific questions will only be addressed during the interview.

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

#### **FAQ: Troubleshooting Steps for Accessing the Recruitment Portal**

- Try a different browser:
  - Access the web page using another browser to see if the issue persists.
- If the problem persists, clear your browser cookies:
  - Open your browser settings.
  - Locate the option to clear cookies and site data.
  - Clear the cookies and reload the page.
- Check your system date and time:
  - Ensure that your computer's date and time are correct.
  - Incorrect settings can interfere with security cookies.
- Disable browser extensions:
  - Some extensions may interfere with cookies.
  - Temporarily disable them and try reloading the page.
- Clear your browser cache:
  - Go to your browser settings.
  - Find the option to clear the cache.
  - Clear it and reload the page.

## Annexe



## Barème applicable à partir du 01.05.2025 au personnel administratif et de service

Toutes valeurs en EUR  
Indice appliqué: 968,04

Grade	Fonction	Echelon 1	Echelon 2	Echelon 3	Echelon 4	Echelon 5	Valeur échelon	Nombre de mois
7								
6	Comptable principal	9.502,41	9.850,84	10.199,27	10.547,70	10.896,13	348,43	13
5	Comptable principal - DPO - Psychologue - Bibliothécaire - Assistant informatique - Comptable - Assistante direction - Technicien supérieur - Responsable sécurité - Conseiller en prévention	8.108,69	8.457,12	8.805,55	9.153,98	9.502,41	348,43	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	6.841,73	7.158,47	7.475,21	7.791,95	8.108,69	316,74	13
3	DPO - Psychologue - Assistant informatique - Comptable - Assistante de direction - Technicien supérieur - Responsable sécurité - Conseiller en prévention - Bibliothécaire - Secrétaires - Infirmières - Aide-Comptable - Techniciens TIC - Techniciens - Concierges - Préparateurs scientifiques - Assistantes maternelle - Assistants de soutien éducatif	5.701,45	5.986,52	6.271,59	6.556,66	6.841,73	285,07	13
2	Secrétaire - Infirmière - Aide-Comptable - Techniciens TIC - Techniciens - Concierges - Préparateurs scientifiques - Assistantes maternelle - Assistants de soutien éducatif	4.687,85	4.941,25	5.194,65	5.448,05	5.701,45	253,40	13
1	Technicien TIC - Technicien - Concierge - Préparateur scientifique - Assistante maternelle - Assistant de soutien éducatif	3.800,93	4.022,66	4.244,39	4.466,12	4.687,85	221,73	13
2	Taux horaire déclaration remplacement assistant ISA	28,85	30,41	31,97	33,53	35,09		
1	Taux horaire déclaration remplacement assistant ISA	23,40	24,76	26,12	27,49	28,85		

A partir du 01.01.2025 application de l'accord salarial dans la Fonction Publique du 29 janvier 2025: augmentation linéaire et permanente de 2,00% de tous les salaires.