

The European School Luxembourg 1 is looking for

SEVERAL ASSISTANTS ISA (SEN) (M/F/D) FOR THE ENGLISH SECTION OF THE SECONDARY CYCLE (MIN. 15 HOURS/WEEK – PART-TIME)

2023-10-PAS-SEC-SEN-ASS-EN

Job description

Mission:

Several English-speaking ISA assistants for pupils with special educational needs (SEN) in the Secondary cycle are recruited for the period from 15/11/2023 until 30/09/2024 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 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 will have a degree or qualification appropriate to the role of SEN assistant in the national system.
- The candidate will have an 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 English speaker (mother tongue level or at least a C2 level) and at least a B2 level in French or German.
- 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.
- 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 renewable fixed term contract (1 year) as of November 15th 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-14" (<https://www.eursec.eu/BasicTexts/2007-D-153-en-14.pdf>).
- Minimum 15 hours per week.
- The initial gross monthly salary (for 15 hours per week), payable in 13 months, ranges from €1,211.08 (Index 944.43) to €1,816.63 (Index 944.43) depending on the candidate's proven experience, plus a fixed monthly allowance of EUR 36.71 (Index 944.43 on September 1, 2023) indexed for the period 01.01.2023 to 31.12.2023, which will be replaced on 01.01.2024 by a linear salary increase of 1.95%. Further details of the salary scale can be found in the appendix to this job description.
- **The employee benefits from all the holidays of the School's 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 **Sunday, November 12th 2023** to the attention of
Mr. Martin WEDEL
Director of the European School Luxembourg I
and indicating the reference **2023-10-PAS-SEC-SEN-ASS-EN** 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 **November 13th 2023**.

Due to possible maintenance, the school's website may not be available every day during the school holidays. If this is the case, please try again on another day (respecting the deadline).

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.eursc.eu .

Requests for additional information will be handled until November 12th, midday, and have to be addressed to the following email address: elise.meyniel@eursc.eu.

Please take note that, considering the school holidays, a reply will not always be possible the same day.

Annexe



Barème applicable à partir du 01.09.2023 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	8,914.97	9,241.86	9,568.75	9,895.64	10,222.53	326.89	13
5	Comptable principal - DPO - Psychologue - Bibliothécaire - Assistant informatique - Comptable - Assistante direction - Technicien supérieur - Responsable sécurité - Conseiller en prévention	7,607.41	7,934.30	8,261.19	8,588.08	8,914.97	326.89	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	6,418.77	6,715.93	7,013.09	7,310.25	7,607.41	297.16	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 SEN	5,348.97	5,616.42	5,883.87	6,151.32	6,418.77	267.45	13
2	Secrétaire - Infirmière - Aide-Comptable - Techniciens TIC - Techniciens - Concierges - Préparateurs scientifiques - Assistantes maternelle - Assistants SEN	4,398.05	4,635.78	4,873.51	5,111.24	5,348.97	237.73	13
1	Technicien TIC - Technicien - Concierge - Préparateur scientifique - Assistante maternelle - Assistant SEN	3,565.97	3,773.99	3,982.01	4,190.03	4,398.05	208.02	13

Augmentation fixe indexée pendant la période du 01.01. au 31.12.2023 ¹⁾

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¹⁾ Article 1 de la loi du 29 mars 2023 (accord salarial dans la Fonction Publique du 9 décembre 2022). Cette augmentation fixe indexée et temporaire sera intégralement remplacée au 01.01.2024 par une augmentation linéaire et permanente de 1,95% de tous les salaires (article 3 de ladite loi).