

The European School Luxembourg II is looking for:  
**1 Support assistant (h/f)**  
**(15 hours / week)**  
For the EL-speaking section for the Primary/Nursery  
For the school year 2023-2024

The European Schools are an intergovernmental organization offering multilingual and multicultural education.

#### Job description

- The assistant is employed under the status of salaried employee to give assistance for pupils with special needs
- He/she will assist the teachers during lessons and breaks. Assist the teachers in planning, preparing and assisting the SEN pupil during his/her classroom activities
- He/she will supervise the children during the school day. Accompany the SEN pupil and put him/her on the bus and collect him/her when he/she gets off the bus. Help the SEN pupil to move around from place to place in the school, particularly on arrival and on departure and whenever the need arises. Help the SEN pupil to eat his/her meals. Take the SEN pupil to the toilet. Take the SEN pupil to the rest room and supervise his/her rest, when necessary or scheduled.
- He/she will be involved in the special support given to the pupils and the follow-up of this support.
- Adhere to the policies and procedures of the European School, Luxembourg 2.
- Work in a team and maintain a cooperative and respectful relationship with team members. Maintain confidentiality in working.
- Participate in the different activities contributing to the pupil's general education. Participate in meetings organized by the Management or their delegates.
- Participate in school visits and trips when requested to do so by the Management. Participate, with the teachers, in parents' evenings and information meetings.
- Participate in training days, in in-service training courses.
- Prepare the room, take care of the room and maintain a clean environment
- Provide practical assistance with record-keeping of the SEN pupil's work.
- Participate in supervision during recreation periods. Supervise the class temporarily when the class teacher is unavailable. Supervise and assist with a group's activity, after it has received the teacher's instructions.

- Monitor the SEN pupil's work and help him/her, if need be, by providing additional explanations.
- Prepare teaching equipment and material for the SEN pupil.
- Promote the SEN pupil's good behavior by using positive discipline techniques. Observe the SEN pupil's behavior and development and communicate the observations made to the teachers.
- Help the SEN pupil with his/her clothes on arrival, on departure and whenever the need arises.
- Participate in the practicalities of ensuring that the SEN pupil eats and drinks, during the morning and afternoon breaks and at lunch time
- In addition, he/she may be assigned administrative duties by the Management, according to the school's needs.

### Profile

- Native speaker equivalent fluency in English
- Good command of at least one of the working languages (French, German)
- Proven experience with primary school pupils
- At ease with children
- Good communication skills
- Experience of working with children with a variety of learning needs
- Diploma or experience suited to carrying out this function
- Relevant experience in the field of early education

## Conditions

We offer a fixed-term contract with a gross salary of 3.479,01€ brut per month for a full-time position of 37.5 hours per week according to the Statute of Administrative and Ancillary Staff (AAS) of the European Schools: <https://www.eursc.eu/BasicTexts/2007-D-153-en-14.pdf>.

Your contract will also be linked to Luxembourgish law for social welfare and pensions.

## Candidature

Your application must be sent in **one unique pdf file** including all required documents only by email to the following address: [MAM-RECRUTEMENT@eursc.eu](mailto:MAM-RECRUTEMENT@eursc.eu)

It must contain:

- Your application letter
- Your Curriculum Vitae « Europass CV» (if possible)
- Copies of diplomas and degrees
- Address and phone number of your former employer (if possible)
- Criminal record or a similar document from your respective country origin.
- The reference of the advertisement: **D-CM-23-135**

## **Deadline for application: 11<sup>th</sup> June 2023**

Applications that do not respect the procedure will not be considered.  
No answer will be given to the candidates before the end of the procedure.

Please note that all personal data will be stored electronically, while respecting privacy laws.  
Candidates who are opposed are kindly asked to inform us.

**Please consult our Privacy Statement.**