

The European School Luxembourg II is looking for:
**1 or 2 Support Coordinator(s) (h/f) in the capacity of
support teachers for the secondary cycle**
With a full or part-time discharge as “support coordinator”
For the school year 2023-2024

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

Job description

We are looking for a support teacher, specially trained in dealing with children with special needs. For this position, we are looking for a person who will be fully or partially responsible for the coordination and management of all support activities in the secondary cycle of the school. In that perspective, his/her main tasks will be the following:

- Assisting the Director/Deputy Director in the providing educational support, including the elaboration of school internal guidelines; collaborating in the recruitment and evaluation of educational support staff (support teachers and assistants); ensuring the organization and follow-up to the Support Advisory Groups including the signing of Intensive Support Agreements and the writing of individual learning plans; organization and supervision of the process of requests for special arrangements, ensuring the application of the agreed special measures; organization and monitoring of the process in the case of a possible non-enrolment or discontinuation of studies for pupils with special educational needs;
- Liaising on educational support between cycles;
- Harmonizing educational support provision within and across language sections, ensuring implementation of a harmonized approach in the early identification of and intervention in specific learning and educational needs,
- Identifying needs for in-service (and external) training in the educational support area;
- Playing an active part in organizing educational support in-service training
- Compiling support data;
- Actively participating in the elaboration of statistics or surveys conducted by the OSG or the school;
- Keeping a record of all pupils receiving General, Moderate or Intensive Support;
- Keeping and storing confidential documents, Group Learning Plans and Individual Learning Plans in line with data protection regulations;

- Preparing documents for the administrative or accounting department;
- Recommending, in consultation with other professionals, working with the pupil(s) when there is no further need for educational support;
- Acting as a point of contact for parents, pupils, staff and, if necessary, other experts.

The Educational Support Coordinators' duties can, however, be modified in accordance with the conditions in each school, which will be clearly defined in the job description. In that perspective, the post could be partially or totally converted into a support teaching position, depending on the needs of the school, which would not be considered as a substantial change to the contract.

Profile

- Teaching qualification in Secondary;
- Specialist course/training in inclusive education/educational support/special needs;
- (Post)graduation awarded by University/Higher education institution on the area of inclusive education/educational support/special needs;
- Minimum 3 years of experience in coordination/as support teacher;
- Very good knowledge of English or French (other working language of the school, especially German, would be an asset);
- Knowledge on how to promote a harmonized approach to educational support;
- Knowledge in the area of recruitment and evaluation of educational support staff (support teachers and assistants) and provision of effective feedback;
- Knowledge of different methodologies to identify/screen/assess pupils' learning and special education needs, including medical and psychological diagnosis;
- Excellent skills to advise class and support teachers about the various learner profiles of pupils with learning disabilities/special needs and innovative approaches in teaching and learning;
- Effective teamwork skills with other professionals, including the organization where necessary the provision of therapeutic support for pupils receiving educational support through tripartite agreements;
- Excellent oral and written communication skills and the ability to communicate effectively with a diverse group of colleagues, parents, families, and community members;
- Organizational, time management and planning skills;
- Ability to maintain confidentiality;
- Ability to solve problems, make good judgements and take decisions;
- Mediation skills with parents and families;
- Capacity to use (or willingness to learn) effectively ICT technologies and platforms;
- Willingness to continually learning and updating their knowledge.

Conditions

- We offer a definite contract, according to the Statute of Locally Recruited Teacher of the European Schools (<https://www.eursc.eu/BasicTexts/2016-05-D-11-en-10.pdf>), for the school year 2023-24, renewable once and potentially convertible into a permanent contract ;
- We are looking for 1 or 2 Support Coordinator(s) (h/f) in the capacity of support teachers for the secondary cycle, full or part time discharged, with up to 29 periods of 384.85 € each ;
- Your contract will be linked to Luxembourgish law for social welfare and pensions ;
- Availability: Candidates must be available for the 2023-2024 school year, starting September the 1st.

Applications

Your application must be sent, preferably in one unique pdf file, including all required documents, and only by email to the following address: MAM-RECRUTEMENT@eursc.eu

It must contain all these documents:

- Your application letter;
- Your Curriculum Vitae « Europass CV»;
- 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 (3 and 5 for Luxembourg);
- Proof of the level of linguistic competence for a foreign language or the tuition language if not the mother tongue;
- The reference of the advertisement **D-MvD-sk-23-124**

Deadline for application: 4th 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.

Successful candidates will be invited to an interview.

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

For further information, please consult our Privacy Statement.