



ECOLE EUROPEENNE DE
LUXEMBOURG I – KIRCHBERG

The European School Luxembourg I is looking for

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

2024-07-PAS-PRI-EN-EDU-SUP-ASS

Job description

Mission:

One English-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 - 4:00 pm
 - Tuesday:** 8:30am - 1:00 pm
 - Wednesday:** 8.30am - 4:00 pm
 - Thursday:** 8.30am - 1:00 pm
 - Friday:** 8.30am - 1:00 pm

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 English speaker (mother tongue level or at least a C2 level).
- Knowledge of other European School languages is an advantage (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 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 1st 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 **Sunday, August 25th 2024** to the attention of
Mr. Martin WEDEL
Director of the European School Luxembourg I
and indicating the reference **2024-07-PAS-PRI-EN-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 26th 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 respectively on the website of the European Schools www.eursec.eu.

Requests for additional information will be handled until August 22nd, midday, and have to be addressed to the following email address: elise.meyniel@eursec.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.