



**The European Schools are an intergovernmental organisation, offering a multilingual and multicultural education.**

**The European School of Brussels IV is recruiting an:**

## **Educational Advisor (m/f) for the secondary cycle** **(Reference: 2018-08)**

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The position is a contract starting 1<sup>st</sup> September 2018 until the end of the academic year 2018-2019 (fixed term contract of one year). It is a full time contract (35-40 hours/week).

### **Profile**

The educational advisor must have an appropriate teaching qualification to teach in their home country at the lower cycle of the secondary education. It is important that he/she can use modern information and communication techniques.

Knowledge of French and English is essential; knowledge of another European language is a bonus.

### **Description of the position**

The educational advisor has several types of tasks: educational, administrative, supervision and if needed, pedagogical.

The educational tasks are found within the framework of relations with the students, the teachers, the parents and the management of the school.

They relate to:

- Welcoming the students & help with their integration;
- Checking/verifying the attendance to classes (managing the absences);
- Discipline, conflict management;
- Students' individual issues or group issues (guidance)
- Supervision

**Moreover**, the educational advisors:

- Contribute to guiding the Class Council in its deliberations ;
- Take part in the development of concrete pedagogical projects;
- Encourage cultural and other school activities;
- Contribute to the functioning of the Students' Committee;
- Contribute to the smooth running of the studyhalls.

The administrative tasks include:

- The participation and setting up of the students' files ;
- Maintaining the files and managing them electronically;
- Preparing the files for the deliberation within the Class Council and the Discipline Council;
- Sending communications to the parents in French and in English;
- A very good knowledge of Outlook, Word and Excel (graphics, statistics) is essential.



EUROPASKOLEN	EUROPÄISCHE SCHULE
ΕΥΡΩΠΑΪΚΟ ΣΧΟΛΕΙΟ	EUROPEAN SCHOOL
ESCUELA EUROPEA	ECOLE EUROPEENNE
SCUOLA EUROPEA	EUROPESE SCHOOL
ESCOLA EUROPEIA	EUROOPPA-KOULU
EUROPASKOLAN	ΕΒΡΟΠΕΪΣΚΟ ΥΧΙΛΙΣΤΕ

### Conditions

- Fixed term contract of one year
- Weekly tasks of 35-40 hours (full time)
- The position is available as of 1<sup>st</sup> September 2018

### Interested?

- Your application (no more than three attachments, namely: cover letter, C.V. (Europass format) and copies of certificates/diplomas) should be sent only by email (maximum 4MB) to [recrutement.secondaire@eeb4.eu](mailto:recrutement.secondaire@eeb4.eu) by **Tuesday 26<sup>th</sup> of June 2018 at the latest.**
- The subject of the email should be as follows : reference – SURNAME Name (e.g. 2018-08 DOE John)
- Candidates who have not heard back from us by mid-July should consider their application unsuccessful ;
- The candidate chosen for this position will have to be in possession of a “certificat de bonne vie et moeurs” (model II)/police clearance;
- Please note that all personal data will be stored electronically, respecting confidentiality. Candidates who do not wish us to keep their data are kindly advised to let us know;