



The European School of Brussels IV is looking for:

Educational Support Assistant – French

37h30 per week

Secondary Cycle

The European Schools are an intergovernmental organisation providing multilingual, multicultural and multinational education

The EEB4 is part of the European school system and provides education for children whose parents work for the European institutions. Our school community is made up of over 3000 pupils of 50 different nationalities and over 400 staff members from different countries. Pupils study in eight language sections: French, English, German, Italian, Dutch, Estonian, Bulgarian and Romanian. Located on a spacious campus in the north of Brussels, we offer innovative teaching programs that allow to achieve exceptional academic results. More information about European schools in general is available at www.eursc.eu.

JOB DESCRIPTION

- Assist pupils with specific needs in the secondary cycle in their daily school routine
- Be involved in the special support given to the student and the monitoring of this support
- Assist students with special needs in the secondary cycle with their daily school routine
- Be involved in the special support given to the student and the follow-up of this support
- Participate in various school activities and meetings.
- Assist teachers in supporting the special needs child during class activities.
- Preventing and managing conflict situations and promoting the child's good behaviour.
- Propose positive educational responses when the pupil for whom they are responsible breaks the rules.
- Working closely with the class teachers, acting as a reference point for the pupils for whom they are responsible.
- Provide high-quality supervision for the pupils for whom they are responsible, ensuring their well-being and development.
- Ensuring that the school's rules are respected, in particular during break times, lunchtimes, school entrances and school exits.
- Being in regular contact with other players inside and outside the school (management, teachers, counsellors, psychologists, support coordinator, parents).
- Checking student attendance and regularity.
- Practise active listening, caring, empathy, assertiveness and non-violent communication.
- Play an active role in preventing violence and harassment
- Participate in the class council of the pupil for whom he/she is the referent, in an advisory capacity during the end-of-year deliberations.

SKILLS AND COMPETENCIES

- Valuing learner diversity - seeing learner difference as a resource and asset to education
- Supporting all learners - having high expectations for the achievements of all learners
- Knowledge of learning disorders and the support methodologies associated with each disorder
- Ongoing personal professional development
- Knowledge of how to promote an aligned approach to educational support
- Ability to maintain confidentiality.



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

- Ability to problem solve, make good judgments and decisions
- Ability to communicate effectively with a diverse group of colleagues, parents, families and community members
- Willingness to learn and continually update their knowledge

QUALIFICATIONS

- Degree or qualification appropriate to the position in the national system
- At least 2 years of proven experience in working with students with special educational needs
- Qualification and experience in the field of educational support, inclusive education, special educational needs will be considered an asset
- Excellent knowledge of French
- Knowledge of English is an asset.
- Having a qualification or experience as a specialist educator will be considered an asset.
- Knowledge of one or more of the School's vehicular languages or another language of the School's existing language section will be considered an asset

WE OFFER

We are offering contracts in accordance with the Service regulations for the administrative and ancillary staff (AAS) of the European Schools (Ref.: 2007-D-153-en-14) available on the EE website : www.eursc.eu or by clicking [here](#)

- **Starting day** : as soon as possible
- **Schedule** : you will be supporting the pupil between Monday and Friday.
- **Type of contract** : a fixed-term contract until 31-08-2025 (with a possibility of a contract for the 2025-2026 school year) in accordance with the Service regulation for the administrative and ancillary staff.
- **Salary** : monthly gross salary of 3.261,73 € for a full-time of 37h30 hours per week with all the school holidays
- **Location** : Brussels (Laken), Belgium

INTERESTED ?

Please fill out the following form by clicking to : [this form](#) **AND** send the following requested documents in a **single PDF file** to lae-recruitment@eursc.eu

Your application must contain (**in ONE single combined PDF File**) :

- Cover letter
- Curriculum Vitae in Europass format
- Copy of diploma(s)

The email subject **AND** the PDF File should mention the following reference:

→ 2024-30 SURNAME First name

Applications that do not comply with the procedure will not be taken into consideration.

Deadline for sending applications: we will close as soon as the position is filled

Candidates selected for an interview will be required to present to the selection committee a certificate of good conduct (Type 2 – required for educational activity in Belgium or any other similar documents from another country of origin - “*Certificat de Bonnes Vies et Moeurs*”).

Please note that all data will be kept electronically while respecting the Privacy Statement for the recruitment and appointment of locally recruited staff.