

The European School Luxembourg II is looking for:  
**3 Support Assistant (h/f)**  
**(24 hours / week)**  
For the English-speaking section of the Nursery-Primary  
cycle  
For the school year 2024-2025

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

#### Job description

- 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;
- Participate in in-service training courses;
- Assist the teachers in planning, preparing and assisting the SEN pupil during his/her classroom activities;
- 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 behaviour by using positive discipline techniques;
- Observe the SEN pupil's behaviour and development and communicate the observations made to the teachers;
- 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 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;
- 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;
- In addition, he/she may be assigned administrative duties by the Management, according to the school's needs.

### Profile

- Native speaker in English or equivalent;
- Good command of at least one of the working languages (French, German);
- Proven experience with Nursery-Primary school pupils;
- Relevant experience in the field of early education;
- 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.



ECOLE EUROPEENNE Luxembourg II  
EUROPEAN SCHOOL Luxembourg II  
EUROPÄISCHE SCHULE Luxembourg II

### Conditions

We offer a fixed-term contract with a gross salary of 3635.51€ 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-MvD-sk-24-203**

**Deadline for application: 2<sup>nd</sup> June 2024**

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.

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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**.