

The European School Luxembourg II is looking for :
A panel of Supervisors (m/f)
for the Secondary School (20 hours/week)
for the Primary School (20-30 hours/week)
For the 2020-2021 School year

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

The School wishes to put a panel of supervisors in place so as to ensure business continuity during the Covid-19 pandemic

Job description

The Supervisor is employed under the status of salaried employee to provide support for the teacher working at a distance and to ensure the smooth running of the class by:

- Replacing the teacher in the classroom. (The classroom teacher will be present on screen via Teams and via speaker).
- Ensuring the functionality of the hardware, and the whole online teaching experience
- Taking questions/answers from the pupils and relay them to the classroom teacher
- Providing group or individual responsive services. A central aspect will be the upholding of discipline in particular *Covid*-related guidelines
- Ensuring the classroom environment is quiet, conducive to teaching and discipline is maintained
- Collaborating with class teachers (working from home) to recognize issues students are facing and recommend solutions.
- The supervisor will be asked to participate in 'mobile supervision' i.e. supervision in the corridors, sports grounds, playgrounds, bus platforms and canteen.
- Link between the different departments of the school (secretariat, Deputy direction, middle management)

Profile:

- Police clearance
- Specific linguistic competence to be specified as per need
- Good command of at least two of the working languages (French, German, English)
- Fluency in any other EU language will be considered an advantage
- Ability to respond effectively to the needs of a diverse student pool
- Computer literacy
- Comfortable working and interacting with young people in a classroom setting
- Ability to respond effectively to the needs of a diverse student pool
- Ability to maintain discipline in a classroom setting
- Ability to work independently/evidence of initiative

- Ability to follow instructions from the classroom teacher
- Previous experience working with young people an advantage
- Sound judgement and emotional intelligence
- At ease with young people
- Patience, understanding, and willingness to help.
- Good communication skills
- Minimum high school diploma qualification and ideally beyond

Conditions

The contract of employment will be written in accordance with the Service Regulations of the Administrative and Ancillary Staff of the European Schools, available at <https://www.eursc.eu/BasicTexts/2007-D-153-en-10.pdf>.

The contract will also be linked to Luxembourgish law for social welfare and pensions.
Position available immediately

- Availability: Candidates must be available for the school year 2020-2021;
- Gross salary: 3151.88 € per month for a full-time post of 37.5 weekly hours.

Applications

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

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 of origin.
- The reference of the advertisement: **D-PF-sk-20-792**

Deadline for application: 4 October 2020

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.

Please consult our Privacy Statement.