



EUROPEAN SCHOOL BRUSSELS I
ECOLE EUROPEENNE DE BRUXELLES I
EUROPÄISCHE SCHULE BRÜSSEL I

Brussels, 15th July 2024,

The European School Brussels I is recruiting, **depending on the needs**, a:

EDUCATIONAL ADVISOR - SECONDARY CYCLE (M/F) - Full-time (40 hours) - Fixed-term contract

The EEB1 is part of the European Schools system and provides education for children whose parents work for the European institutions. Our school community is made up of 4,250 pupils of 60 different nationalities and over 500 members of staff from different countries. Pupils study in eleven language sections: English, Danish, Spanish, French, German, Greek, Hungarian, Italian, Latvian, Polish and Slovak. Located on two spacious and leafy campuses in the south of Brussels, our school offers innovative and inclusive teaching programmes that deliver outstanding academic results. More information about the European Schools in general is available at <https://www.eursec.eu/fr>

JOB DESCRIPTION AND MAIN TASKS

The Educational Advisor is a member of the advisory team responsible for specific pedagogical, administrative, listening and moral support tasks. The Education Advisor reports to the Assistant Deputy Director and the Deputy Director of Secondary and plays an active role in all strategic planning and decision-making of the advisory team. He/she is fully responsible for carrying out his/her duties in a timely and effective manner, ensuring excellence and preserving and promoting the good reputation of the European Schools.

The Educational Advisor's duties focus on the lives of the students. They must work closely with the other members of the advisory team.

Here is a list of possible tasks for an Educational Advisor:

I. Well-being, behaviour and discipline

- Intended to be fully responsible for the safety and welfare of pupils in his/her area of responsibility. Handles all problems relating to his/her area of responsibility, including supervision of the premises.
- Listening to students and providing moral support; being available to listen to their problems/questions; member of advisory groups.

- A proactive and active approach to solving a range of disciplinary and other problems affecting students.
- Regularly record interventions relating to listening and moral support and disciplinary issues in SMS.
- Help class teachers/principal teachers and subject teachers to deal with problems of pupil welfare and discipline outside the classroom.
- Coordination and enforcement of disciplinary measures.
- Supervision on the school site (canteen, study room, etc.).
- Active participation in proactive sessions, e.g. information and education sessions on the risks associated with drugs and alcohol.
- Working with the school psychologist.
- Working with the school nurse.
- Highly visible presence in carrying out her task of listening and providing moral support; supporting pupils in order to prevent and avoid problems at school, whether behavioural or disciplinary.
- Initiating, promoting and coordinating events involving the whole school, a class, a year of study or an entire cycle, with particular attention to ensuring "well-being" at school.
 - Organisation of activities outside the classroom.
 - Professional experience.
 - Internet safety sessions and anti-bullying and anti-harassment sessions, for example.
 - The "Cleanliness at school" project.
 - KiVa.

II. Organisation of studies and examinations in S5-S7

- Guide the process of choosing options within their area of responsibility.
- Active participation in organising examinations according to the established plan.
- Monitoring in the examination room.
- Preparation of the documents needed to organise the exams.
- Follow-up of students absent from exams.
- Ensure that all copies of the Baccalaureate are digitalized.

III. Communication with parents, teachers, pupils and other stakeholders

1. Internal communications

1.1. Students

- Absences reported to the Educational Advisor are entered into the SMS system.
- Monitoring pupils' absences in collaboration with their class teacher.
- Regular checks on absences and late arrivals, production of lists of students who regularly have more than 10% absences, and information for the class teacher, ADDS, DDS and parents on request.
- Management of disciplinary measures and monitoring of sanctions.

- Recording in the SMS option of behavioural problems based on information provided by teachers or interaction with pupils.
- Monitoring the support given to pupils with learning difficulties.
- Coordinating activities for gifted and talented students.
- Organisation of student elections and regular meetings with class representatives to ensure student participation in school life.
- Organisation of gatherings on the theme of living together or presentations by guest speakers.

1.2. Class councils

- Preparing class councils.
- Active participation in class councils, for example by providing class councils with useful information about pupils, such as the reasons for their absences or letters announcing a risk of repetition or failure.
- Follow up on class councils (e.g. meetings with students or their parents, where appropriate)

1.3. Teachers

- Communication with class teachers/principal teachers and subject teachers in relation to pupils' problems.

1.4. Promoting the school's identity

- Preparation of activities to strengthen the identity of the European School.
- Promoting and supporting cooperative activities for the whole school in order to strengthen the school's identity.
- Participation in the transition from primary to secondary education.

2. External communication

- Provide a link between students, teachers, parents and management.
- Organising meetings with pupils' parents when the need arises, acting as the first point of contact for the advisory team, ensuring that they are properly informed.
- Transmission of up-to-date information to parents as required (e.g. about student absences and disciplinary problems).
- Ensure that meetings with parents or students are properly documented.
- Ensure that the local laws of the host country (e.g. on child protection), the school's internal regulations and the regulations of the European Schools are properly applied.

IV. **Application and development of plans, policies/documents and directives (within its areas of responsibility)**

- Contributing to the creation and updating of documents and guidelines.

- Preparation of an individual annual action plan.

Other tasks

- If possible, participation in school trips.
- Regular participation in team meetings, informing colleagues on various issues.
- Participation in committees and councils on request.
- Any other task related to the needs of the School and at the request of the Management.

PROFILE REQUIRED

- Perfect command of French and English (any other European language would be an asset);
- Teacher/educator diploma or equivalent through experience;
- Excellent knowledge of the European Schools system;
- Up-to-date knowledge of relevant child and youth protection legislation and guidelines;
- Organisational skills;
- High level of digital skills;
- Excellent administrative skills;
- Excellent communication skills in a demanding multilingual context;
- Interpersonal skills: listening and availability;
- Discretion and confidentiality;
- Enthusiasm and commitment;
- Ability to work in a structured way;
- A spirit of cooperation with colleagues, management and administration;
- Resistance to stress and versatility.

OFFER

- A one-year fixed-term contract;
- A contract subject to the Statute for Teaching Assistants at the European Schools (<https://www.eursc.eu/BasicTexts/2016-05-D-11-en-14.pdf>);
- Entry into service: 29/08/2024 ;
- Place of work: avenue du vert Chasseur 46, 1180 Uccle ;
- A 40-hour working week on school days (as well as the first two days and last four days of the summer school holidays);
- A multicultural and stimulating working environment;
- A varied job with lots of contacts.

To apply, please send before 18 August 2024 at 23:59 the following documents (in PDF format) to UCC-RECRUTEMENT-SEC@eursc.eu under reference "138. Conseiller - First name LAST NAME "

- CV (Europass format) ;

- Cover letter ;
- Photocopies of certificates/diplomas.

Applicants are also invited to submit any additional documents they consider useful, such as a letter of recommendation or a recent assessment.

Please note that only candidates who have completed all the above steps and applied by the deadline will be considered eligible.

Candidates who have not received a reply by 30 September 2024 may consider their application unsuccessful. Candidates invited to interview will be contacted by email or telephone.

Shortlisted candidates will be required to provide a certificate of good conduct (Model 2 - for access to an educational activity in Belgium or any other similar document for another country of origin) at their interview.

Please consult our Privacy Statement to find out about our policy for handling your personal data in connection with recruitment on the website: <https://www.eeb1.com/app/uploads/2018/12/2018-03-D-23-fr-3.pdf>