

Brussels, 10th January 2025

Depending on the needs,
the European School of Brussels I (EEBI) is looking for a

**SPECIAL EDUCATIONAL NEEDS ASSISTANTS
IN THE POLISH LANGUAGE SECTION
secondary cycle - fixed-term contract – part-time**

EEBI 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 Member States and beyond. Pupils are taught in twelve main language sections. Our School aims to offer innovative and inclusive teaching programmes that achieve excellent academic results. Information about the European Schools in general is available at <https://www.eursec.eu/en>

- Deadline for applications: before 26/01/2025, 23.59
- Interviews: as soon as possible
- Start date: as soon as possible
- Location: Brussels, Belgium
- Contract type: part-time according to the needs
- The contract is a fixed term contract until August 31st, 2025, according to Belgian law and the service regulations for the administrative and ancillary staff (AAS) (<https://www.eursec.eu/BasicTexts/2007-D-153-en-14.pdf>)

Candidates must meet the following conditions:

- Diploma: the candidate must have a diploma or other qualifications suited to carrying out this function in the national system.
- Minimum of 2 years of professional experience in the care of pupils with special educational needs.
- Contribution in close collaboration with the teachers to the pupil's assistance with respect to his specific needs in his/her daily school routine.
- Perfect mastery of the language required of the section concerned.
- Good knowledge of at least one other vehicular language of the European Schools (English, French, German, etc.).
- Ability to work in a multicultural and multilingual environment.
- Good communication and pedagogical skills.
- Ability to cooperate with colleagues and management; the person will have to work closely with the support coordinator, the school psychologist and the classroom and support teachers.
- Good knowledge of the European Schools system.

Job description:

- The SEN Assistant will provide support to a student who is following the SEN programme.
- He/she will assist the teachers during lessons and breaks.
- He/she will supervise the SEN student during his/her school day
- He/she will be involved in the specific support given to the pupil and the follow-up of this individual support.
- He/she will work closely with the support coordinator, class teachers and support teachers.
- He/she will participate in all school activities and meetings within the framework of his/her position.

(The full job description for SEN Assistant can be found at <https://www.eursc.eu/Documents/2011-07-D-1-en-1.pdf>)

To apply, please submit the following documents to UCC-RECRUTEMENT-SEC@eursc.eu using as the subject header "**154– ASS SEN PL NAME Surname**", before 26/01/2025 23:59.

- CV (europass format - pdf)
- motivation letter (Pdf)
- photocopies of certificates/diplomas (in one **separate** pdf document)

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 applicants who have completed all the above steps will be considered eligible.

Interviews will take place as soon as possible. Only candidates invited to interview will be contacted by telephone and e-mail.

Shortlisted candidates must provide a clean criminal record (model 2 - for access to an education-related activity in Belgium or any similar document for another country of origin) at the interview.

Please consult our privacy statement for our policy on the processing of personal data in connection with recruitment: <https://www.eeb1.com/app/uploads/2018/12/2018-03-D-23-en-3.pdf>

Link to the European Schools website: www.eursc.eu

Link to the website of the European School Brussels I: <http://www.eeb1.com>