

Post ref.: 2022/EE-PAS/05

**THE EUROPEAN SCHOOL OF ALICANTE
IS LOOKING TO RECRUIT FOR SCHOOL YEAR 2022-2023**

**Part-time Educational Support Assistant (English)
in the Primary Cycle – 75% Full Time Equivalent
1 September 2022**

Profile

- The candidate holds a qualification suited to carry out this function in one of the European Union Member States
- Work experience with children is essential, experience with disabled children would be an asset
- Ideally the candidate would be native in English, in alternative a certified knowledge of the language minimum at level C1 of the CEFR could be considered
- Competence in Spanish language, at least B2 level, would also be required
- Competences include: good communication skills, flexibility, patience, self-initiative and discretion
- An enthusiastic, positive, friendly person, who is willing to personally accompany a pupil having special educational needs
- Collaborative teamwork is expected
- A detailed job description will be provided when appointed, below is a list of the main tasks

Tasks

1. Adhere to the policies and procedures of the European School, Alicante.
2. Work in a team and maintain a cooperative and respectful relationship with team Members, namely with the support coordinator, school psychologists and class/subject and support teachers.
3. Maintain confidentiality in working.
4. Participate in the different activities, contributing to the pupil's general education.
5. Participate in meetings organised by the Management or their delegates.
6. Participate in school visits and trips, when requested to do so by the Management.
7. Participate, with the teacher(s), in parents' evenings and information meetings.
8. Participate in training days.
9. Participate in in-service training courses.
10. Assist the teachers in planning, preparing and assisting the pupil having special educational needs during his/her classroom activities.
11. Prepare the room, take care of the room and maintain a clean environment.
12. Provide practical assistance with record-keeping of the work of the pupil having special educational needs.
13. Participate in supervision during recreation periods.
14. Supervise the class temporarily when the class teacher is unavailable.
15. Supervise and assist with a group's activity, after it has received the teacher's instructions.
16. Monitor the work of the pupil having special educational needs and help him/her, if need be, by providing additional explanations.
17. Prepare teaching equipment and material for the pupil having special educational needs.
18. Promote good behaviour of the pupil having special educational needs, using positive discipline techniques.
19. Observe the behaviour and development of the pupil having special educational needs and communicate the observations made to the teachers.
20. Accompany the pupil having special educational needs and put him/her on the bus and collect him/her when he/she gets off the bus.
21. Help the pupil having special educational needs to move around from place to place in the school, particularly on arrival and on departure and whenever the need arises.
22. Help the pupil having special educational needs with his/her clothes on arrival, on departure and whenever the need arises.
23. Participate in the practicalities of ensuring that the pupil having special educational needs eats and drinks, during the morning and afternoon breaks and at lunch time
24. Help the pupil having special educational needs to eat his/her meals.
25. Take the pupil having special educational needs to the toilet.

26. Take the pupil having special educational needs to the rest room and supervise his/her rest, when necessary or scheduled.
27. In addition, he/she may be assigned administrative duties by the Management, according to the school's needs, particularly should the pupil having special educational needs happen to be absent.
28. Direct support to the pupils: participation in specific nursing and care activities
29. General participation in the school's activities, including planning and preparation of activities
30. Accompany and help the pupil having special educational needs to move around the school
31. Inform the management team and family regularly of educational improvements of the child for whom he/she will be in charge.

Qualifications

- Degree or qualification appropriate to the position in one of the European Union Member States
- Qualification and experience in the field of educational support, inclusive education, special educational needs 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-13) available on the ES-s website: www.eursec.eu or by clicking [here](#)

- **Starting day:** 1 September 2022
- **Schedule:** The Educational Support assistant will be supporting the pupil between Monday and Friday. The weekly work schedule will be defined according to the specific educational needs of the child for whom the assistant will be hired.
- **Type of contract:** a fixed-term contract until 31.08.2023 (renewable) in accordance with the Service regulation for the administrative and ancillary staff.

Your application:

- Please send us your:
 - a) motivation letter (PDF)
 - b) CV (Europass) (PDF)
 - c) copies of your diploma(s)/certificate(s) (PDF)

To the following e-mail address: **ALI-RECRUITMENT@eursec.eu**

- **Deadline: 24th August 2022 (12.00 p.m.)**
- Please write in the subject of your e-mail “**2022/EE-PAS/05**”

You will receive a reply which will confirm that we have received your application.

Candidates who send us their applications after the deadline and/or who do not follow the instructions as mentioned above, will not be considered.

The candidate who will be invited to an interview will be contacted by phone and/or by e-mail.

Please find a link to the European Schools www.eursec.eu as well as the link to the website of the European School of Alicante www.escuelaeuropea.org

Service regulations for the administrative and ancillary staff (AAS)

You can consult the service regulations for the AAS of the European Schools from the following document (Ref.: 2007-D-153-en-13) <https://www.eursec.eu/en/Office/official-texts/basic-texts/en> or by clicking [here](#)

Please consult our Privacy Statement to know our policy regarding the processing of personal data in the scope of recruitment (2018-03-D-23-en) <https://www.escuelaeuropea.org/escuela-europea-de-alicante/empleo>

The selected candidate must present a “certificado de antecedentes penales por delitos de naturaleza sexual” (or equivalent certificate in other countries) before the engagement.

Detailed information concerning the syllabus can be found on the website of the European School of Alicante or on the website of the European Schools www.eursec.eu