

Reference: **B3-2023-36**
Brussels, 29 September 2023

The European School Brussels III is recruiting:

1 Pedagogical Advisor (Educational advisor) for the Secondary Cycle

Fixed-term contract - Start date: as soon as possible

The European Schools are an intergovernmental organisation providing multilingual, multicultural and multinational education.

Function and job description

The duties of the pedagogical advisor are many.

Examples: Archiving of exams, follow-up of special measures related to exams, administration of absences, supervision of students, contact with parents, pedagogical follow-up of students, welfare management, disciplinary measures, application of school rules, organization of exams, participation in pedagogical projects and teamwork.

Profile

- Hold a teaching qualification related to the position.
- Fluent in French and English (any other European language is an advantage)
- Good organizational skills
- Basic ICT skills (word, excel, microsoft office)
- Excellent communication and interpersonal skills
- Discretion and confidentiality
- Ability to work in a structured manner
- Collaborative spirit with colleagues, management and families
- Experience in European schools is an advantage

Offer

- Position available from : **immediately**
- Full time position (40 hours per week)
- Fixed-term contract ending at the end of the school year 2023-2024 – extension possible
- Salary: Please consult Annex 1 and Article 35 of the service regulations for the locally recruited teachers in the European school: <https://www.eursc.eu/BasicTexts/2016-05-D-11-en-12.pdf>
- Workplace: **European school Bruxelles III**

Application

Please complete [this form](#) **AND** send the following documents as a single PDF file to flow-ixl-recruitment@eursc.onmicrosoft.com :

- A cover letter
- Your Curriculum Vitae, if possible in "Europass" format
- Copy of your diploma(s)
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The subject of the email must be indicated as follows: "**B3-2023-36/NAME First name**"
(example: B3-2023-36/SCHILD Martina).

It is important to name the subject exactly as stated above AND to send the application only to the specified email address (NOT via the Stepstone platform!) because the system does not recognize applications named or sent in any other way. This also means that it is necessary not to leave any spaces between the reference, the slash and the surname/first name. Correct: B3-2023-36/NAME First name; incorrect: B3-2023-36 / NAME first name

Deadline for applications: **15 October 2023**

Successful candidates will be required to provide a certificate of Good Living (Model 2 - for access to an educational activity in Belgium or any other similar document for another country of origin) before starting work.

Successful candidates will be invited to an interview before a Selection committee.

Please note that while acknowledgments of receipt are being sent to candidates having sent their application to the indicated email address, no notification will be sent to candidates at the end of the procedure informing them on the outcome of the procedure. Candidates which have not been contacted from the school by 15.11.2023 should consider that their application has not been successful.

Please note that all personal data will be processed in accordance with Privacy Statement for the Recruitment and Appointment Procedures of Locally Recruited Staff available [here](#).