

Educational adviser for the secondary school

(m/f/d) 25-30 hours p/w

The European School of Karlsruhe (www.es-karlsruhe.eu) is located in one of the most dynamic regions in Europe. The school offers education to approx. 1000 pupils, in three linguistic sections (DE, EN, FR), from 3-18 years. We require **from 1st September 2021** an educational adviser (m/f/d) who is enthusiastic to work in a stimulating international environment. Reporting to the Deputy Director Secondary and the Assistant Deputy Director Secondary, he/she will be part of the educational advisers' team responsible for assisting the secondary management team and the secondary cycle teachers in pedagogical, educational and administrative duties (General Rules of the European Schools, Ref. 2014-03-D-14-en-5, art. 27)

Profile

- Applicants must have a Degree, PGCE or equivalent teaching qualification.
- Very good communicational & organisational skills, a structured work approach and the ability to prioritise tasks is essential.
- Able to work well in a team, be positive, pupil-friendly and have a great deal of initiative.
- Good ICT skills (Word, Excel, O365)
- A very good knowledge of 2 out of the 3 vehicular languages (English, German and French)
- A good knowledge of another EU language would be an asset.
- Experience in international schools would be an advantage.

Tasks

The work involves a range of administrative, pedagogical and pastoral duties, examples of which are indicated below:

- Interconnecting with pupils, parents, teachers, the management,
- Managing problems linked to daily school life including implementation of the school rules and disciplinary issues
- Administrating data in the school's administrative system – including controlling absences, and updating pupil's files
- Preparing and participating in class councils. Preparing students' reports and helping with the organisation of parents' evenings.
- Invigilating tests/examinations and supervising the school premises.
- Planning and organizing the exams in collaboration with the management team.
- Attending SEN and other pedagogical meetings.

The precise allocation of tasks between the members of the educational advisers' team will depend on the skills, interests and experience of the person appointed.

We offer

An annual contract according to the regulations concerning employment conditions which may be found under <https://www.eursc.eu/BasicTexts/2016-05-D-11-en-6.pdf>

The successful candidate will be working in a multi-lingual, multi-cultural environment, in a school with an outstanding academic record. The European Schools are official educational establishments controlled jointly by the governments of the Member States of the European Union. In all these countries they are legally regarded as public institutions. There are currently 13 European Schools in 6 countries (<http://www.eursc.eu>)

Applications with full CV and covering letter should be sent to: louise.waehling@eursc.eu by 11.04.2021.

Please visit our homepage for detailed information on how we process your personal data: <https://www.es-karlsruhe.eu/job-offers/privacy-statement-fur-bewerberinnen-und-bewerber-ander-europaischen-schule-karlsruhe/Secondary Cycle>