

REPEATED REQUEST – Previous applicants need not to re-apply.

Ref: 2017/02. Educational Adviser – full-time

- An educational adviser with excellent communication skills is needed to join another full-time colleague. There is at least one adviser in school all the time when the school is open and so this is a Monday-Friday commitment.
- The educational adviser should be a qualified teacher.
- There are a wide range of tasks involved, and the precise division of the work-load will depend on the skills, interests and experience of the person appointed.
- The person appointed must be able to work well in a team, be positive, pupil-friendly and have a great deal of initiative, and good ICT skills.
- Ideally the person should be an English or Dutch native speaker with a good knowledge of the other; and a knowledge of French would also be useful. However good candidates with other language skills will also be considered depending on the languages offered. The person appointed needs to be able to communicate well orally and in writing with all members of the school community. Please indicate clearly in your application what your language skills are.

The work will involve a range of administrative and pastoral duties, examples of which are below:

- Working closely with pupils and providing them with support. An interest in our school “Care Team” would be an advantage.
- Checking late arrivals and absences and following them up.
- The organization of replacement teachers.
- The organization of educational support lessons, and an interest in being involved in this area.
- Supporting the exchange of information and transition from the primary to the secondary cycle.
- Examination timetables and the organization of written and oral examinations.
- Preparing and organizing Parents Evenings.
- Managing the school reports procedures, and being involved in the organization and running of Class Councils.
- Good contact with parents, teachers and pupils.
- Assisting the Deputy Director with a range of tasks, including school discipline.

The first contract is for **two school years**. For information on the conditions of service and salary look at the following link: <https://www.eursc.eu/BasicTexts/2016-05-D-11-en-1.pdf>

Application Procedure

- Your **letter of application**, a **curriculum vitae/resume** and full details of two **professional referees** (including email addresses) should be submitted electronically to BER-INFO@eursc.eu and addressed to the Director, Dr Steve Lewis.
- The **reference number** and **your name** should be the subject of the email.

Applications for the Educational Adviser post close at **09:00 on Monday May 1st 2017**.