



The European School Bergen is a 4-19 school in the town of Bergen Noord-Holland, and it is one of the 13 Type 1 European Schools in Europe which offer a European education leading to the final European Baccalaureate certificate. The European Schools have their own curriculum which is the same in all the language sections.

From **1 September 2019** the European School Bergen is looking for an

Educational Adviser in the secondary school – full time (job ref.nr 2019-02)

Profile:

- We need an educational adviser with excellent communication skills 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 preferably be a qualified teacher. with experience of working in a secondary school for at least three years.
- 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. However, very good organizational skills, structured work approach and ability to prioritize the tasks are essential.
- The person appointed must be able to work well in a team, be positive, pupil-friendly and have a great deal of initiative.
- Good ICT skills are needed (Word, Excel, O365).
- 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.
- 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 of Class Councils
- Good contact with parents, teachers and pupils.

- Assisting the Deputy Director with a range of tasks, including school discipline.

Contract:

The contract is for **one school year**. For information on the conditions of service and salary look at the following link: <https://www.eursc.eu/BasicTexts/2016-05-D-11-en-4.pdf>

An offer of employment is subject to the production of a recent Certificate of Conduct (disclosure certificate) and a verification of your qualifications, as well as a medical certificate of fitness. More information will be given if you are selected for interview.

Contact:

For more information about this vacancy please contact the deputy director of the secondary cycle, Mrs Ulvi Soomlais: BER-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu

Data protection:

Details concerning the processing of your personal data are available in the [privacy statement for recruitment](#).

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 **job reference number** and your **name** should be the subject of the email.
- **Applications for this vacancy close at 09:00 on Tuesday 2nd April.**