

Friday, June 28, 2024

Depending on requirements, the European School Brussels I (EEBI) is looking for a

SUPERVISOR - IN SECONDARY EDUCATION +- 20 hours/week - fixed-term contract

EEBI is part of the European Schools system and provides education for children whose parents work for the European institutions. Our school community is made up of 3,400 pupils of 60 different nationalities and over 400 members of staff from Member States and beyond. Pupils are taught in eleven main language sections: Danish, Dutch, English, French, German, Hungarian, Italian, Latvian, Polish, Slovak, Slovenian and Spanish. Located on a spacious and leafy campus in the south of Brussels, we aim to offer innovative and inclusive teaching programmes that achieve outstanding academic results. Information about the European Schools in general is available at www.eursec.eu.

- Deadline for applications: before 11/07/2024, 23:59
- Interviews: from 12/07/2024
- Start date: 01/09/2024
- Location: Brussels, Belgium
- Type of contract: Fixed-term contract from 4/9/24 to 4/7/25 (20 hours per week) or temporary contract for one-off and/or replacement requirements.
- Gross monthly salary: €1,806.06 for 20 hours per week

Description of the function

The supervisors' job is to ensure a safe, welcoming and friendly environment, under the coordination of the educational advisers, who are responsible for discipline and well-being at school.

- You will assist the educational advisers on a daily basis with supervision
- You will be responsible for ensuring compliance with preventive health and safety measures
- You will supervise pupils from Monday to Friday in accordance with the school's supervision plan (in school buildings, playgrounds, in all areas where pupils eat (e.g. school cafeteria, multi-purpose hall, etc.), in study rooms, in the chill-out room, in the gym, etc.).
- You will help organise the areas (sports fields, lockers, chill-out, study rooms) if necessary
- You can replace absent teachers in all areas of the supervision plan and in the recreation rooms or study rooms.
- You will be responsible for preventing disciplinary problems by having a visible presence and intervening before incidents occur.
- In the event of an incident, you intervene to restore a good atmosphere and inform the advisers concerned.
- You will take part in a monthly meeting with the supervisor/ in various training sessions throughout the year on conflict management, etc.
- You will help to ensure the safety of students on the site and deal with them in a constructive and calm manner
- You will work under the responsibility of the Director and Deputy Directors.

Candidates must meet the following requirements:

- Completed secondary education
- Fluency in French or English (B2 level minimum). Knowledge of several languages spoken at the School will be considered an asset.
- Have recent experience of working in a school or with young pupils

Preference will be given to a candidate who :

- Has experience of working in a European or international school
- Have an education-related qualification (e.g. youth worker)
- Has experience of working with teenagers and children
- Computer literate (using Word to write incident reports, for example)
- Is able to communicate respectfully at all times with pupils, staff, other members of the school community and outsiders.
- Is a multi-tasker with strong practical organisational skills. Someone with conflict management skills and a problem-solving attitude.
- Able to move around a large site
- Able to work in a dynamic, multilingual and multicultural team
- Is passionate about working with young people
- Demonstrates a high level of motivation, professionalism and sense of responsibility

To apply, please submit the following documents to UCC-RECRUTEMENT-SEC@eursc.eu with the subject "**134.-Supervisor- LAST NAME First Name**", before 11/07/2024 , 23.59

- CV (europass format - **pdf**)
- covering letter (**pdf**)
- photocopies of certificates/diplomas (in a **separate pdf** document)

Applicants are also invited to submit any additional documents they consider useful, such as a letter of recommendation or a recent assessment.

Please note that only applicants who have completed all the above steps will be considered eligible.

Interviews will take place as soon as possible. Only candidates invited to interview will be contacted by telephone and e-mail.

Shortlisted candidates must provide a clean criminal record (model 2 - for access to an education-related activity in Belgium or any other similar document for another country of origin) at the interview.

Please consult our privacy statement for our policy on the processing of personal data in connection with recruitment: <https://www.eeb1.com/app/uploads/2018/12/2018-03-D-23-en-3.pdf>

Link to the European Schools website: www.eursc.eu

Link to the website of the European School Brussels I: <http://www.eeb1.com>