

**Post ref.: 2021/EE-PAS/03**

**THE EUROPEAN SCHOOL OF ALICANTE  
IS LOOKING TO RECRUIT FOR SCHOOL YEAR 2021-2022**

**Special Educational Needs (SEN) Assistant (Polish) in the Nursery  
Cycle – 18,5 hours per week  
To start as soon as possible until 31.08.2022**

Profile

- An enthusiastic, positive, friendly person who is willing to engage as dedicated assistant for a pupil having special educational needs (SEN).
- Collaborative teamwork with teachers and other school professionals
- A detailed job description will be provided when appointed, below is a non-exhaustive list of tasks:
  - Assist and supervise the pupil having SEN during pupil's classroom activities and in daily school routine.
  - Participate in meetings organised by the Management or their delegates.
  - Work closely with the support coordinator, school psychologists and class teacher.
  - Accompany school visits and trips, when requested by the Management.
  - Prepare teaching equipment and material for the pupil having SEN according to the instructions received by the teacher.
  - Accompany, supervise and help the pupil having SEN to move around from place to place in the school.
  - Promote good behaviour of the child in charge, by using positive discipline techniques.
  - Inform the teacher, the management team and families regularly of educational improvements of the child (ren) for whom the assistant will be in charge.
  - Administrative duties may be assigned by the Management, according to the school's needs, particularly should the pupil having SEN be absent.

Qualifications

- Degree or qualification appropriate to the position in the relevant national system.

Requirements

- Competence in Polish language, ideally being native
- Competence in English language, which will be the preferential working language; competence in Spanish language will be considered only as an alternative

Assets

- Proven experience in working with pupils and/or with pupils having special educational needs.
- Other qualification and experience in the field of educational support, inclusive education, special educational needs, children education

We offer

We are offering contracts in accordance with the Service regulations for the administrative and ancillary staff (AAS) of the European Schools (Ref.: 2007-D-153-en-10) <https://www.eursec.eu/BasicTexts/2007-D-153-en-10.pdf>

- **Starting day:** As soon as possible
- **Schedule:** The SEN assistant will be supporting the pupil between Monday and Friday. The weekly work schedule will be defined according to the specific educational needs of the child for whom the assistant will be hired.
- **Type of contract:** A fixed-term contract until 31.08.2022, in accordance with the Service regulation for the administrative and ancillary staff.
- **Salary:** gross salary of 1.712€/month (extra payments included)

### Your application

- Please send us your:
  - a) motivation letter (PDF)
  - b) CV (Europass) (PDF)
  - c) copies of your diploma(s)/certificate(s) (PDF)

To the following e-mail address: [candidaturas@escuelaeuropea.org](mailto:candidaturas@escuelaeuropea.org)

- **Deadline: 12<sup>th</sup> November 2021 (16.00 p.m.)**
- Please write in the subject of your e-mail “**2021/EE-PAS/03**”
  
- All documents must be sent to us in PDF format and must be named according to their content:
  - Motivation letter
  - CV in **Europass format**
  - Diploma(s)/certificate(s)

You will receive a reply which will confirm that we have received your application.

Candidates who send us their applications after the deadline will not be considered.

Candidates who do not meet the requirements of the application procedure will be excluded.

All other will be ranked and the top ranking group will be invited for an interview.

Interviews will be organised in principle in two weeks' time since the deadline.

Candidates invited to the interview will be contacted by phone and by e-mail.

Candidates who send us their applications after the deadline, will not be considered.

Please find a link to the European Schools [www.eursec.eu](http://www.eursec.eu) as well as the link to the website of the European School of Alicante [www.escuelaeuropea.org](http://www.escuelaeuropea.org)

Please consult our Privacy Statement to know our policy regarding the processing of personal data in the scope of recruitment (Ref.: 2018-03-D-23-en) <https://www.escuelaeuropea.org/escuela-europea-de-alicante/empleo>

A criminal record document must be provided before the engagement.

Detailed information concerning the curriculum and the Educational Support Policy can be found on the website of the European School of Alicante and/or on the website of the European Schools [www.eursec.eu](http://www.eursec.eu)