

**Post ref.: 2023/EE-PAS/05**  
**THE EUROPEAN SCHOOL OF ALICANTE**  
**IS LOOKING TO RECRUIT FOR SCHOOL YEAR 2023-2024**

**EDUCATIONAL SUPPORT ASSISTANT WITH POLISH LANGUAGE  
IN THE PRIMARY AND NURSERY CYCLE - ANGLOPHONE SECTION  
PART TIME 75% - FULL TIME EQUIVALENT**

**Profile**

- Excellent communicability and interpersonal skills.
- Enthusiasm, initiative and a keen interest in working with students with learning challenges.
- Motivation to work in team.
- Have an open attitude towards continuous learning and the implementation of inclusive methodologies.

Please consult the main task in Annex 1 (next page).

**Requirements**

- The candidate holds a qualification suited to carry out this function in one of the European Union Member States.
- Certified experience with students with Special Educational Needs.
- Ideally the candidate would be native in Polish, in alternative a certified knowledge of the language minimum at level C1 of the CEFR could be considered.
- Competence in English language, at least B2 level.

Experience in the field of Educational Support will be an asset  
Competence in Spanish language will be considered an asset.

**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-14) available clicking [here](#).

- **Starting day:** 1<sup>st</sup> September 2023.
- **Schedule:** The Educational Support 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 31.08.2024. It could be renewable according to the educational needs.
- **Salary:** initial minimum gross salary +/- 2.700€ month (extra payments included).

**Application procedure**

Please send us the following documents in PDF format and naming the files accordingly:

- a) Motivation letter
- b) CV (Europass)
- c) Copies of your diploma(s)/certificate(s)

to the following e-mail address: [ALI-RECRUITMENT@eursc.eu](mailto:ALI-RECRUITMENT@eursc.eu)

Please write in **the subject of your e-mail the job reference number “2023/EE-PAS/05” followed by your name.**

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

Please also complete the following form: [Educational Support Assistant with Polish Language for the Nursery and Primary Cycle](#)

**Deadline:** 05.06.2023. Candidatures received after the deadline cannot and will not be considered.

The candidate must present a criminal record certificate before the engagement. The School will need that the candidate has a NIE (Foreigner Identification Number) or DNI (Spanish National Identity Document).

Please be aware that sending us your candidature will be considered implicit authorization to keep your CV in our file. Please consult our Privacy Statement to know our policy regarding the processing of personal data in the scope of recruitment (2018-03-D-23-en) [https://www.escuelaeuropea.org/sites/default/files/2023-02/2018-03-D-23-en-3\\_ALICANTE\\_0.pdf](https://www.escuelaeuropea.org/sites/default/files/2023-02/2018-03-D-23-en-3_ALICANTE_0.pdf)

Detailed information concerning the syllabus can be found on the website of the European School of Alicante <https://www.escuelaeuropea.org> or on the website of the European Schools <https://www.eursc.eu/en>.

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## *Annex 1*

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### **Tasks**

1. Adhere to the policies and procedures of the European School, Alicante.
2. Work in a team and maintain a cooperative and respectful relationship with team members, namely with the support coordinator, school psychologists and class/subject and support teachers.
3. Maintain confidentiality in working.
4. Participate in the different activities, contributing to the pupil's general education.
5. Participate in meetings organised by the Management or their delegates.
6. Participate in school visits and trips, when requested to do so by the Management.
7. Participate, with the teacher(s), in parents' evenings and information meetings.
8. Participate in training days.
9. Participate in in-service training courses.
10. Assist the teachers in planning, preparing and assisting the pupil having special educational needs during his/her classroom activities.
11. Prepare the room, take care of the room and maintain a clean environment.
12. Provide practical assistance with record-keeping of the work of the pupil having special educational needs.
13. Participate in supervision during recreation periods.
14. Supervise the class temporarily when the class teacher is unavailable.
15. Supervise and assist with a group's activity, after it has received the teacher's instructions.
16. Monitor the work of the pupil having special educational needs and help him/her, if need be, by providing additional explanations.
17. Prepare teaching equipment and material for the pupil having special educational needs.
18. Promote good behaviour of the pupil having special educational needs, using positive discipline techniques.
19. Observe the behaviour and development of the pupil having special educational needs and communicate the observations made to the teachers.
20. Accompany the pupil having special educational needs and put him/her on the bus and collect him/her when he/she gets off the bus.
21. Help the pupil having special educational needs to move around from place to place in the school, particularly on arrival and on departure and whenever the need arises.
22. Help the pupil having special educational needs with his/her clothes on arrival, on departure and whenever the need arises.
23. Participate in the practicalities of ensuring that the pupil having special educational needs eats and drinks, during the morning and afternoon breaks and at lunch time
24. Help the pupil having special educational needs to eat his/her meals.
25. Take the pupil having special educational needs to the toilet.
26. Take the pupil having special educational needs to the rest room and supervise his/her rest, when necessary or scheduled.
27. In addition, he/she may be assigned administrative duties by the Management, according to the school's needs, particularly should the pupil having special educational needs happen to be absent.
28. Direct support to the pupils: participation in specific nursing and care activities
29. General participation in the school's activities, including planning and preparation of activities
30. Accompany and help the pupil having special educational needs to move around the school
31. Inform the management team and family regularly of educational improvements of the child for whom he/she will be in charge.

**Thank you for your interest in the European School of Alicante**