ECOLE EUROPEENNE DE
LUXEMBOURG I – KIRCHBERG

The European School Luxembourg I is looking for

Educational support assistant (m/f/d) (Dutch-speaking at the primary cycle – (min. 11,5 hours/week – part-time – 6 months fixed-term contract)

2025-12-PAS-PRI-NL-EDU-SUP-ASS

Job description

Mission:

A Dutch-speaking educational support assistant for pupils with special educational needs in the Primary cycle is recruited at the earliest convenience as of 12 January 2026 to support the teaching team of the European School Luxembourg I. He/she will work closely with the support coordinators and the Primary teachers.

The Educational Support Assistant's roles and responsibilities comprehend the three areas below:

Main roles and responsibilities:

1. Nursing and Care
1.1. Key Responsibilities:

Ensuring the pupils' health, safety, and comfort, enabling them to participate fully in the school environment.

▪ Provide direct physical care, including assistance with mobility, toileting, feeding, and medical procedures as required.
▪ Monitor and support pupils' health and well-being throughout the school day, including school activities outside the school premises.
▪ Collaborate with healthcare professionals, parents, and school staff to develop and implement individualised care plans.
▪ Maintain accurate records of care provided and any health-related incidents.
▪ Ensure the safe use and maintenance of any medical or mobility equipment.

2. Pedagogical Responsibilities

Providing educational and behavioural support to pupils with special educational needs to facilitate differentiated teaching and learning and classroom inclusion, ensuring all pupils can access and benefit from educational activities. By promoting social and emotional development, the Educational Support Assistant enables pupils to participate fully and meaningfully in the classroom and school environment.

2.1. Key Responsibilities

A. Instructional Support:
▪ Assist teachers in designing and implementing differentiated instruction to cater to all pupils' diverse learning preferences and needs.
▪ Support the development and use of individual learning plans (ILPs) for pupils requiring additional support.
▪ Provide targeted educational support through one-on-one or small group instruction, focusing on pupils who need extra help with specific subjects or skills.
▪ Utilise assistive technologies and educational tools to enhance learning experiences for pupils with special educational needs.

B. Classroom Inclusion:
▪ Facilitate the inclusion of pupils with special educational needs into mainstream classroom activities and activities outside the school premises, ensuring they participate fully and meaningfully.
▪ Promote positive interactions and peer support among pupils to foster an inclusive classroom culture.
▪ Implement strategies to manage and support positive behaviour in the classroom.

C. Monitoring and Reporting:
▪ Track and document pupil progress, noting achievements and areas needing improvement.
▪ Provide feedback to teachers on the effectiveness of instructional strategies and interventions.

D. Support for Social and Emotional Development:
▪ Foster a supportive and understanding environment that addresses the social and emotional needs of pupils with special educational needs.
▪ Under teacher supervision, implement activities and programs that promote social skills, self-esteem, and resilience.
▪ Provide emotional support and guidance to pupils, helping them navigate social interactions and build positive relationships.

3. General Responsibilities: Collaboration, Communication and Professional Development:

▪ Work closely with teachers, Education Support staff, and other school professionals to develop and implement inclusive practices.

▪ Participate in meetings with educational support teams to review pupil progress and adjust support plans as needed.

▪ Engage in ongoing professional development to stay current with best practices in inclusive education and special educational needs.

▪ Share knowledge and insights gained from professional development with colleagues to promote a culture of continuous improvement in inclusive practices.

Profile:

- The candidate will have a degree or qualification appropriate to the role of educational support assistant in the national system.
- The candidate will have experience with children with special needs.
- The candidate will have a good knowledge of learning disabilities and their compensation.
- The candidate will be a native Dutch speaker (mother tongue level or at least a C2 level).
- The candidate will have a minimum B2 level in a second language (English, French or German)
- Knowledge of other European School languages is an advantage (English, French, German, Portuguese or Spanish).
- First aid training is an advantage.
- The candidate will be willing to cooperate with colleagues and management and will have good communication and teaching skills.
- The candidate will have knowledge of the European School system and be motivated to work in a multilingual and multicultural environment.
- The candidate will have a strong sense of responsibility and an impeccable personal presentation.
- The candidate must be a national of a Member State of the European Union or be in possession of an authorization to work in the Grand Duchy of Luxembourg (valid at the time of application).
- Must be available for work on **5 days/week** during the following periods:

  Monday: 8:20am - 4:00 pm
  Tuesday: 8:20am - 1:00 pm
  Wednesday: 8.20am - 4:00 pm
  Thursday: 8.20am - 1:00 pm
  Friday: 8.20am - 1:00 pm

We offer:

- A fixed term contract depending on future needs (at earliest from 12 January 2026) in accordance with the legislation in force in the Grand Duchy of Luxembourg and the Staff Regulations for Administrative and Ancillary Staff of the European Schools. : https://www.eursc.eu/fr/Office/official-texts/basic-texts/en under "Service Regulations

for the Administrative and Ancillary Staff (AAS) of the European Schools - 2007-D-153-en-15" (https://www.eursc.eu/BasicTexts/2007-D-153-en-15.pdf).

- Minimum of 11,5 hours per week (worked hours). This corresponds to a paid workload of 9,77 of 37,5 hours per week, which includes the necessary compensation for paid school holidays, as the staff member will be entitled to all school holidays off. As a result, the effective employment rate is 45% of a full-time position.
- An increase in working hours may be possible but cannot be guaranteed. This will depend on the needs identified during the first weeks of the school year.
- The initial gross monthly salary (for a minimum of 11,5 hours per week worked), payable in 13 months, ranges from 989,68 EUR (Index 968,04) to 1.484,53 EUR (Index 968,04) depending on the candidate's proven experience. Further details of the salary scale can be found in the appendix to this job description.

Recruitment procedure:

- All applications have to be uploaded exclusively via the recruitment portal of the European School Luxembourg I. (https://www.euroschool.lu/vacancies) at the latest by **Wednesday 31 December 2025** to the attention of

  Mr. Martin WEDEL
  Director of the European School Luxembourg I

  and indicating the reference **2025-12-PAS-PRI-NL-EDU-SUP-ASS** in the motivation letter.
- The application must be accompanied by:
  - a **motivation lettre (EN)**,
  - a **detailed curriculum vitae** (if possible in « Europass » format) **(EN)**,
  - a **copy of the study diploma**,
  - an **extract from the criminal record** (bulletin 3 and 5 for Luxembourg or equivalent for other countries) dated less than 3 months, (**if you are unable to provide the extract at the time of submitting your application, please include proof that it has been requested. In this case, the extract must be submitted no later than before the interview),**
  - if applicable, a valid authorization to work in the Grand Duchy of Luxembourg for non-EU nationals, must be attached to the application.
- **All documents uploaded must be in .PDF format!**
- **Incomplete applications,** sent by post, by e-mail or after the deadline **will not be considered.**
- No reply will be given to candidates before the end of the procedure.
- **Those interested in this position who do not have the required profile are kindly requested to refrain from applying.**
- **Interviews are scheduled the week of 5 January 2026.**

Detailed information about our school and the European Schools in general can be found on the website of the European School Luxembourg I www.euroschool.lu respectively on the website of the European Schools www.eursc.eu .

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Annexe

Barème applicable à partir du 01.05.2025 au personnel administratif et de service

Toutes valeurs en EUR

Indice appliqué: 968,04

Grade	Fonction	Echelon 1	Echelon 2	Echelon 3	Echelon 4	Echelon 5	Valeur échelon	Nombre de mois
7								
6	Comptable principal	9.502,41	9.850,84	10.199,27	10.547,70	10.896,13	348,43	13
5	Comptable principal - DPO - Psychologue - Bibliothécaire - Assistantinformatique - Comptable - Assistante direction - Technicien supérieur - Responsable sécurité - Conseiller en prévention	8.108,69	8.457,12	8.805,55	9.153,98	9.502,41	348,43	13
4	Comptable principal - DPO - Psychologue - Bibliothécaire - Assistantinformatique - Comptable - Assistante direction - Technicien supérieur - Responsable sécurité - Conseiller en prévention - Secrétaire - Infirmières - Aide-Comptable - Préparateurs scientifiques	6.841,73	7.158,47	7.475,21	7.791,95	8.108,69	316,74	13
3	DPO - Psychologue - Assistant informatique - Comptable - Assistante de direction - Technicien supérieur - Responsable sécurité - Conseiller en prévention - Bibliothécaire - Secrétaires - Infirmières - Aide-Comptable - Techniciens TIC - Techniciens - Concierges - Préparateurs scientifiques - Assistantes maternelle - Assistants de soutien éducatif	5.701,45	5.986,52	6.271,59	6.556,66	6.841,73	285,07	13
2	Secrétaire - Infirmière - Aide-Comptable - Techniciens TIC - Techniciens - Concierges - Préparateurs scientifiques - Assistantes maternelle - Assistants de soutien éducatif	4.687,85	4.941,25	5.194,65	5.448,05	5.701,45	253,40	13
1	Technicien TIC - Technicien - Concierge - Préparateur scientifique - Assistante maternelle - Assistant de soutien éducatif	3.800,93	4.022,66	4.244,39	4.466,12	4.687,85	221,73	13
2	*Taux horaire déclaration remplacement assistant ISA*	*28,85*	*30,41*	*31,97*	*33,53*	*35,09*		
1	*Taux horaire déclaration remplacement assistant ISA*	*23,40*	*24,76*	*26,12*	*27,49*	*28,85*		

A partir du 01.01.2025 application de l'accord salarial dans la Fonction Publique du 29 janvier 2025: augmentation linéaire et permanente de 2,00% de tous les salaires.