



ECOLE EUROPEENNE DE  
LUXEMBOURG I – KIRCHBERG

The European School Luxembourg 1 is looking for a

## **General Support Coordinator (m/f/d) in the nursery and primary cycle (40 hours/week – full-time – 3 years contract)**

**2026-03-PRI-COORD-ST**

### **Job description**

#### **Mission:**

A General Support coordinator for the Nursery and Primary cycle of the European School Luxembourg I is recruited for immediate start or at the earliest convenience.

The General Support Coordinator will assist the Director and Deputy Director Nursery and Primary in providing educational support, including developing internal school guidelines. The candidate will assist in the recruitment of educational support staff, such as support teachers and assistants, and ensure the organisation and follow-up of *Support Advisory Groups*, including signing *Intensive Support Agreements* and preparing *Individual Learning Plans*.

The Coordinator will organise and supervise the process for requests of special arrangements, ensuring the proper application of agreed special measures, and will monitor procedures in cases of potential non-enrolment or discontinuation of studies for pupils with special educational needs.

The candidate will ensure effective liaison on educational support between cycles and work to harmonise support provision within and across language sections, promoting a consistent approach to the early identification and intervention of specific learning and educational needs.

The Coordinator will identify needs for in-service and external training in educational support and play an active role in organising such training. He/she will compile support data and maintain records of all pupils receiving *General*, *Moderate*, or *Intensive Support*, keeping confidential documents, *Group Learning Plans*, and *Individual Learning Plans* in compliance with privacy regulations.

Working closely with other professionals, the Coordinator will provide recommendations on when a pupil can discontinue educational support. He/she will act as a point of contact for parents, pupils, staff, and, if necessary, other experts, keeping them informed about pupils' educational needs.

Finally, the Coordinator will contribute to the harmonisation of educational support across the European Schools system.

## Profile:

### Essential minimum requirements

- Qualified Nursery and/or Primary teacher.
- Relevant qualifications enabling the provision of educational support to pupils with special educational needs and/or learning disabilities.
- Minimum 5 years of professional teaching experience at Nursery and/or Primary level.
- Minimum 3 years of experience supporting pupils with special educational needs or learning disabilities.
- C1 proficiency in either English or French and at least B2 in the other language, according to the Common European Framework of Reference for Languages (CEFR).
- Strong IT skills, including proficiency in Excel, Word, Teams and other standard office tools.
- Knowledge of the European School system and motivation to work in a multilingual and multicultural environment.
- EU citizen or holder of a valid work authorisation for the Grand Duchy of Luxembourg at the time of application.

### Key competencies

- Ability to advise and support teachers on learner profiles, inclusive teaching strategies and innovative pedagogical approaches.
- Good knowledge of methods for identifying, screening and assessing pupils' learning difficulties and special educational needs, including medical and psychological diagnoses.
- Ability to promote a harmonised approach to educational support within the school.
- Ability to collaborate with parents, families, school management and external professionals, and to coordinate therapeutic support when necessary.
- Excellent communication, mediation and teamwork skills.
- Strong organisational, planning and problem-solving skills, with the ability to exercise sound judgment and maintain strict confidentiality.
- Motivation to continuously update professional knowledge related to special educational needs and inclusive education.
- Motivation to work in a multilingual and multicultural environment and willingness to familiarise themselves with the educational support system of the European Schools, in particular at the European School Luxembourg I.

### Assets

The following will be considered an advantage:

- Experience working with pupils with *Autism Spectrum Disorder*.
- Previous experience as a teacher in a European School.
- Experience in educational coordination.
- Experience in the recruitment, supervision and evaluation of educational support staff (support teachers and assistants).

**We offer:**

- **A fixed-term contract until 31 August 2029** in accordance with the Service regulations for the locally recruited teachers in the European Schools: (<https://www.eursc.eu/fr/Office/official-texts/basic-texts/en> under "Service Regulations for Locally recruited teachers in the European Schools - 2016-05-D-11-en-18" (<https://www.eursc.eu/BasicTexts/2016-05-D-11-en-18.pdf>),
- **40 hours of attendance per week,**
- **Monthly gross salary:** 7.005,87 EUR per month.
- **Removal costs (art. 37):** "A locally recruited teacher recruited for a minimum period of one year and a contract providing a minimum of 16 hours/periods per week shall, as provided in Article 59 and Article 62 of the Regulations for Seconded Staff Members of the European Schools, be entitled to a lump sum compensation for the expenses caused by the removal to the place of the school (...)",
- **Installation allowance (art. 37bis):** "A locally recruited teacher recruited for a minimum period of one year and a contract providing a minimum of 16 hours/periods per week who furnishes evidence of having been obliged to change his/her place of residence and of having actually settled at his/her place of employment (...) shall be entitled (a) to an installation allowance (...)",
- **School fees (art. 39):** For school year teachers a reduction in school fees shall be granted during the period of his/her employment for any of his/her children enrolled in the European Schools. A full exemption is granted to teachers recruited on a half-time basis or more. For contracts below that threshold, the reduction shall amount to 8% per weekly hour taught in the nursery and primary cycles and to 10% per weekly period taught in the secondary cycle. The present Article shall not give entitlement to any compensation in cases where a child of a locally recruited is enrolled in a school other than one of the European Schools.

**Recruitment procedure:**

*This position is also open to current seconded teachers at the European School Luxembourg I.*

- All applications have to be uploaded exclusively via the recruitment portal of the European School Luxembourg I – Kirchberg. (<https://www.euroschool.lu/vacancies>) at the latest by **Sunday 12 April 2026** to the attention of  
Mr. Martin WEDEL  
Director of the European School Luxembourg I

and indicating the reference **2026-03-PRI-COORD-ST** in the motivation letter.

- The application must be accompanied by:
  - a **motivation letter (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 applicable, a valid authorisation to work in the Grand Duchy of Luxembourg for non-EU nationals, must be attached to the application.



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- **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 for 23 and 24 April 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](http://www.euroschool.lu) respectively on the website of the European Schools [www.eursc.eu](http://www.eursc.eu) .