



We are seeking to appoint an

**Expert and Coordinator for English**  
**Occupational category<sup>1</sup>: 2.3. Assistant to the Secretary-General**  
**(Full-time post – 37h30 - initially limited to two years)**

The European Schools are an intergovernmental organisation providing a multilingual and multicultural education. There are currently thirteen schools in six countries with around 28,000 pupils on roll. Currently, there are also twenty Accredited European Schools in the system. The Office of the Secretary-General (OSG) is the central office responsible for managing the European Schools system.

**Description of the function:**

On 31 August 2021 the obligation of the United Kingdom vis-à-vis the system of the European Schools will end. Against this background, the Board of Governors of the European Schools has decided to create the temporary function (two years) of an Expert and Coordinator for English at the Office of the Secretary-General of the European Schools in Brussels. The two-year-contract may be subject to a prolongation depending on the approval of the Board of Governors of the European Schools.

It is hoped that this position will commence as of mid-April 2021.

The Expert and Coordinator for English will support the Secretary-General and the national inspectors with responsibility for English especially in relation to the European Baccalaureate.

**Main duties:**

All duties relate to the European Schools, the Accredited European Schools and the OSG.

- As coordinating expert in English, support the Irish and Maltese national inspectors:
  - in syllabus development and related teacher professional development,
  - in the identification of external examiners of English and subjects instructed in English,
  - in ongoing communication with coordinators and teachers of English in the schools,
  - in administrative tasks linked to the European Baccalaureate in English and in particular:
    - in cooperation with the panels of experts,
    - in the selection process of examination material and the preparation of examination drafts,
    - in the organisation and coordination of the monitoring of oral proposals.
- Support the Schools in the recruitment of English native teaching staff.
- Support the newly established online professional community of teachers.
- Liaise with UK universities.

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<sup>1</sup> <https://www.eursc.eu/BasicTexts/2007-D-153-en-10.pdf> (pages 22 and 28, grade 5-7).

## Essential requirements:

- Native speaker of English.
- Degree in English (**preferably** Master's degree) and relevant pedagogical qualification.
- Specific **experience of at least five years** in the teaching of English to the highest level (upper secondary) **preferably** at a European School.
- Ability to work autonomously and to take initiative.
- Very good communication and interpersonal skills.
- Strong coordination skills.
- Strong administrative skills.
- Strong IT skills.
- Ability to lead meetings and give presentations.

## Desirable requirements:

- Experience in the system of the European Schools and in particular of the European Baccalaureate.
- Experience as an inspector in a national educational system.
- Experience in the development, management and administration of examinations and the examination.
- Experience in the design and/or delivery of teacher professional development.
- Knowledge of one or more other European languages.

## We offer:

- **A two-year contract** under the conditions provided by Belgian labour and social law.
- A challenging position in an international team.

### Interested?

Fill out the online form [here](#) and send your application (letter of motivation in Word format, CV in Europass format and copy of the requested qualifications) to:

[\*\*OSG-RECRUITMENT@EURSC.EU\*\*](mailto:OSG-RECRUITMENT@EURSC.EU)

By **26 February 2021** at the latest.

For further information, please contact the above email address.

The 'subject' of the email should be filled in as follows:

**English Expert and Coordinator for ES system - Name and First name**  
(example: **English Expert and Coordinator for ES system – Miller Frank**).

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number **1** for the **letter of motivation**, number **2** for the **CV** and number **3** for the **copy of the qualifications**: (example: **English Expert and Coordinator for ES system – Miller Frank 1**).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the Administrative and Ancillary Staff (AAS) of the Office of the Secretary general » (2018-11-D-13-en-1), effective from May 25, 2018 and available on <http://www.schola-europaea.eu/download/HR/2018-11-D-13-en-1.pdf>