PEDAGOGICAL COORDINATOR

European Schoolnet is looking for a Pedagogical Coordinator (Ref. Ped-Coord-09/2020) to support a variety of projects on digital education, innovative learning, and teacher training.

MAIN TASKS:

The successful candidate will work closely with project and pedagogical managers as well as other colleagues to carry out the following kind of tasks:

- Coordinating pedagogical and educational strand of projects, including planning, monitoring and management of educational approaches and strategies.
- Preparing and organising professional development opportunities for teachers, both face-to-face (training courses and workshops) and online (e.g. via MOOCs and webinars), being also in charge of the course design, content creation and moderation as needed.
- Coordinating teachers’ activities (e.g. pilot teacher groups)
- Designing and creating educational content, such as teaching resources and lesson plans.
- Liaising, collaborating and communicating with relevant colleagues, external providers, pilot teachers and external partners as needed.
- Building and animating international communities and networks of teachers.

PROFILE, SKILLS AND QUALIFICATIONS:

Essential:

- A minimum of five years of working experience in a similar function or relevant background in the education sector in an international context.
- A masters’ degree preferably in education/social sciences or similar.
- Previous experience and interest in working with topics/domains such as key competence development, teacher training, digital tools in teaching and learning, flexible learning environments, and coding in education.
- Excellent understanding of IT tools, in particular Microsoft Office tools
- Good knowledge of digital tools in education (planning, using and assessment)
- Good organisational skills, structured approach and time management
- Fluent knowledge of English (working language is English)
- Good writing skills (content creation and reporting)
- Good communication and interpersonal skills
Desired / Plus:

- Teaching background in K-12 education.
- Experience in teacher training (both online and face-to-face).
- Genuine interest in keeping up to date with digital tools, new pedagogical approaches and innovation in education in general, as well as sharing this knowledge and applying when relevant.
- Knowledge of any other official EU languages.

ABOUT EUROPEAN SCHOOLNET:

European Schoolnet (www.eun.org) is the network of 34 European Ministries of Education, based in Brussels. As a not-for-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to achieve in the knowledge society. In particular, we pledge to:

- Support schools in achieving effective use of ICT in teaching and learning
- Improve and raise the quality of education in Europe
- Promote the European dimension in education

USEFUL INFORMATION:

- Contract duration: 12 months, renewable
- Deadline for applications: 06/09/2020, but early application is encouraged.
- Benefits: competitive salary, meal vouchers, travel expenses support, DKV-Hospitalia.
- Location: European Schoolnet, Rue de Treves, 61, Brussels, Belgium.

HOW TO APPLY:

Please send your CV and motivation letter in English to jobs@eun.org by 06/09/2020. The motivation letter should show how your background and interests fit the tasks planned for this profile. Please make sure to include the correct vacancy reference (Ref. Ped-Coord-09/2020) in the subject of the email and file names.

PLEASE NOTE:

- Interviews will take place as soon as possible either in Brussels or at distance.
- In case of high volume of applications, we may not be able to respond all but only the short-listed candidates.