

## **KNOWLEDGE TEAM – PEDAGOGICAL AND RESEARCH ASSISTANT**

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EUN Partnership AISBL (known as European Schoolnet) is looking for an enthusiastic **pedagogical and research assistant (Ref. KnowledgeT-PRA1)** to join the **Knowledge Team**, for one year (possibly renewable), starting as soon as possible (latest end of October 2019).

The pedagogical and research assistant will gain an insight into the work of an international not-for-profit educational organisation by actively contributing to the different project activities of the [Knowledge Team](#), which collects, implements and/or brokers evidence from educational research, national and European policies and/or classroom practice. The successful candidate will assist in implementation and dissemination activities of specific projects, such as participating in the organisation of meetings, training activities and events (face to face and online), preparing reports and studies, and writing content for toolkit and communication campaigns. The candidate must have an interest in the education sector, excellent communication and organisation skills and proven analytical skills.

### **MAIN TASKS**

#### **Supporting the Assess@Learning policy experimentation**

- Provide support to the overall project management, planning and implementation of the main project phases and project reporting to the EC
- Draft content input for partner meetings and other project related events, such as input to agenda and workplan, preparation and follow up discussion material, drafting meeting minutes
- Contribute to the preparation and finalisation of the main tools and outcomes of the project (literature review, templates design, curation of information collected at country level, tool kit components, online surveys, guidelines for CDLs and SDLs, intermediate and final reports, etc.)
- Identification of the needs to be fulfilled by the A@L systemic toolkit online platform
- Provide research related input, e.g. to the evaluation methodology, protocols and interpretation of the research findings
- Support the implementation of the field trials, e.g. communication with National Coordinators, online support and support in managing field trial data files
- Liaising with project partners and contact with other players related to/interested in the project
- Communication about the project, drafting of news articles and website content, liaising with Comms team for translation and editing of project outputs, input to vision and final campaign

#### **Supporting other team activities**

- TeachUP policy experimentation: supporting the production of all final outcomes related to the project ending in 2020, including the organisation of the final conference.
- Policy analysis: supporting the analysis and comparison of country level descriptions or data collected; summarising research articles (e.g. teacher education, student assessment, school leadership);
- Communication: drafting newsletter articles, website content, and other dissemination materials (brochures, social media campaigns, articles etc.); drafting questions for interviews of teachers and experts;

- Event support: supporting face-to-face and online meetings, events and workshops related to running projects and team activities;
- Editing and publishing: contributing to the production of project deliverables such as reports, minutes and studies; report editing and liaison with designers.

### PROFILE AND SKILLS

- A Master's degree in a relevant field (e.g. education sciences or pedagogy preferably, other social sciences)
- 2 years of professional experience; an interest and possibly some experience in innovative teaching and learning, working with schools and education professionals would be an asset
- Experience in desk-based research and basic knowledge about qualitative and quantitative research methods
- Fluent written and spoken English; additional languages would be an asset
- Strong organisational skills, flexibility and ability to learn fast, as well as the ability to meet tight and multiple deadlines and able to work autonomously
- Tech-savvy and community management skills (understanding of web content management systems, corporate social media like Facebook, Twitter, and Web 2.0 technologies)
- Strong communication and interpersonal skills
- Self-starter with problem-solving approach
- Accuracy and attention to detail
- Strong diplomatic skills to liaise with a network of EU institutions, international project partners, and education professionals.

### USEFUL INFORMATION

- **Duration:** one year starting in the course of October 2019, possibly renewable
- **Deadline for applications:** 17 September 2019
- **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](mailto:jobs@eun.org) by 17 September 2019. The motivation letter should show how your background and interests fit the tasks planned for this job. Make sure to include the correct vacancy reference (**Ref. KnowledgeT-PRA1**) 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.
- Due to the volume of applications, we regret to be able to only notify pre-selected candidates.

### ABOUT EUROPEAN SCHOOLNET



European Schoolnet ([www.europeanschoolnet.org](http://www.europeanschoolnet.org)) is the network of 34 Ministries of Education from across Europe, leading educational innovation at European level. As a major international think tank, European Schoolnet operates key European services in education on behalf of member Ministries of Education, the European Commission, and industry partners. European Schoolnet's activities encompass three strategic areas:

- Providing concrete evidence and data in the area of innovation in education on which to base policy recommendations;
- Supporting schools and teachers in their teaching practices;
- Developing and sustaining a network of schools engaged in innovative teaching and learning approaches.

### **ABOUT THE KNOWLEDGE TEAM**

At European Schoolnet, we believe that transforming education is needed for young people to become critical thinkers, to act in a responsible and creative manner, to more fully participate in a digital society. And we believe the change to happen has to be as much as possible grounded in research results and evidence from practice and policy.

In our view, we can all help to make a difference. On the [European Schoolnet website](http://www.europeanschoolnet.org), you can find links to a variety of portals and resources to help you keep up-to-date with the latest trends and issues concerning the transformation of teaching, learning and school time and space organisation.