

PEDAGOGICAL AND MONITORING OFFICER

European Schoolnet is currently looking for a dynamic, enthusiastic and autonomous colleague to join the eTwinning team in Brussels as a **Pedagogical and Monitoring Officer** (Ref. Ped-Officer-10/2020).

MAIN TASKS:

A position is available in the Central Support Service (the body at European Schoolnet in charge of eTwinning, the School Education Gateway, the Teacher Academy and other connected services) for a Pedagogical and Monitoring Officer. The person appointed shall contribute to the development of all the pedagogical and monitoring aspects of eTwinning and the School Education Gateway, under the supervision and coordination of the Pedagogical and Monitoring Manager and of the Professional Development Manager. In particular:

- Identify, analyse, report and further develop the pedagogical elements in eTwinning and School Education Gateway. In particular:
 - Identify, design, draft and finalise pedagogical materials and content to enrich the eTwinning platform (eTwinning Kits, project gallery, teaching materials).
 - Gather content for and contribute to the drafting of the eTwinning Book.
 - Support the work of the Pedagogical Working Group involving National Support Services. This also includes the active participation in various taskforces and workshops.
 - Support in the eTwinning Prizes evaluation process (liaising with jurors, provision of data, evaluation of projects, etc.)
- Identify, analyse, report and further develop the monitoring elements in eTwinning. In particular:
 - Support in the design, drafting and finalisation of monitoring reports
 - Contribute to the identification of monitoring processes and activities related to the eTwinning and SEG platform.
 - Monitor the uptake and impact of eTwinning initiatives linked to Initial Teacher Training, eTwinning School and the embedding of eTwinning in national education
- Support in the design, preparation, running, evaluation and follow up of eTwinning Professional Development activities. In particular:
 - Management of the platform for the Online Course and moderation of modules. Evaluation of participants based on their activities.

- Support in the organisation of the programme of the eTwinning Annual Conference, Professional Development Workshops and Thematic Conferences and follow up of the evaluation.
- Management of Online Seminars (contact with experts, moderation of the session, etc).

PROFILE, SKILLS AND QUALIFICATIONS:

University degree in education science or pedagogy or other relevant subjects and proven experience in international projects in the field of school education. A background in the Pedagogical Technologies research field is a strong asset.

Skills required:

- A minimum of three years of working experience in a similar function *or* relevant background in the education sector in an international context.
- Strong organisational skills.
- Strong oral presentation skills in English.
- Understanding of pedagogical issues and ability to deploy them as materials and processes to be used by end-users.
- In the context of the uptake of eTwinning and its pedagogical relevance and impact, ability to identify indicators and deploy monitoring tools and activities to measure them.
- Strong analytical skills to be used for reporting, drafting and presenting results.
- Experience in drafting educational surveys, analysing and presenting data and writing monitoring reports
- Proven experience in dealing with complex tasks and issues involving multiple stakeholders.
- Experience in eLearning, online learning and distance education
- Knowledge on Learning systems (Moodle)
- Strong communication, language and interpersonal skills.
- Excellent knowledge of school issues in Europe and of EU policy and action in the field of school education.
- Excellent computer and internet skills
- Excellent mastery of English (both spoken and written). Knowledge of another European language is highly desirable.

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:** 20/10/2020, but early application is encouraged.
- **Benefits:** Salary according to education and relevant experience, meal vouchers, travel expenses support, DKV-Hospitalia.
- **Location:** European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.

HOW TO APPLY:

Please send your **CV** and **motivation letter** in English to jobs@eun.org by 20/10/2020. 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-Officer-10/2020) 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.