



## Application Package: **AEN (Additional Educational Needs) Specialist (f/m/d)**

Contract Start Date: August 2024

Employment: Full-time (40 hours)

**AMADEUS INTERNATIONAL SCHOOL VIENNA** is a vibrant, unique and dynamic IB World School (EY, PYP, MYP, DP & CP) located in heritage listed buildings on a beautiful campus in Vienna. We strive to create a strong sense of community, which allows students to discover their talents during the education process. With a strong commitment to creativity and performance throughout the school, AMADEUS has a dedicated Academy of Music and the Arts. Our excellent boarding facilities host students from around the world as part of a school community of more than 50 nationalities.

### JOB DESCRIPTION

The purpose of the AEN Specialist is to assist in the identification, assessment, support, monitoring and evaluation of specific learning needs of assigned students, in collaboration with other school faculty and staff, recognizing and valuing diversity in the student population, as well as the interconnectedness of teaching/learning and pastoral care.

### KEY RESPONSIBILITIES OF SUPPORT AND LEARNING

- Collaborating with students, colleagues, and families to create a team around the child,
- Completing activities associated with the classes, groups and individuals assigned to be taught and supported (planning, preparation, documentation, attending day/evening staff meetings or parent information sessions, PD, ensuring for student learning and well-being etc.),
- Writing, coordinating and facilitating the implementation of student support plans,
- Facilitating and contributing to student meetings,
- Supporting Homeroom and Subject teachers with planning designed to support individual needs,
- Conducting appropriate alternate or additional assessments for AEN learners,
- Maintaining academic progress records specific for AEN learners,
- Supporting students directly as needed (e.g., helping students during a breaktime who are struggling and have come to for help; attending a school trip),
- Participating actively in the school's performance appraisal process, and committing to ongoing development as a professional educator,
- Apply the policies on learning, behaviour, inclusion, and special educational needs,
- Demonstrate professional boundaries and professional practices including; sensitivity, confidentiality, awareness of data security (GDPR),
- Adhere to safeguarding procedures,
- Fulfilling a reasonable share of supervision duties according to the prevailing duty roster,
- Contribute to the development of the school in the spirit of the AMADEUS behavioural framework, as specified in the Staff Handbook and be a positive ambassador for the school.





## REQUIREMENTS

Essential:

- Qualified studies in psychology and / or social pedagogy with emphasis in pedagogy
- Be a confident and enthusiastic person with experience in supporting children with additional pedagogical needs
- Resilience and flexibility
- Attention to detail and enthusiasm for teamwork, with integrity and a strong ethic
- Valid working permit / permission to work in Austria

Desirable:

- Minimum of two years of experience working with children in a counselling environment
- Experience in international schools
- A teaching certificate and pedagogical experience
- Valid First Aid Certification

## WHAT WE OFFER

- A welcoming and inclusive work environment with a sense of mission and community
- Long-term employment in an international company
- Ability to be involved in a variety of projects as well as community activities
- Complementary lunch during the academic year

## HOW TO APPLY

AMADEUS International School Vienna follows international best practice Child Protection and Safer Recruitment processes. Candidates must be prepared to undergo child protection screening (police records) and appropriate pre-employment/reference checks.

If you are interested in being a part of our dynamic international team, please send your full application by following the link: <https://form.jotform.com/230711601952347>

**The position will remain open until filled, early applications are preferred and encouraged.**

**Thank you for understanding that only shortlisted candidates will be contacted.**

