

RECRUTEMENT des contrats locaux : LA CAMPAGNE 2021 EST OUVERTE

RECRUITING local contracts: CAMPAIGN 2021 IS OPENED

Professeur d'allemand et complément en anglais

German and English teacher

DATE LIMITE D'ENVOI DU DOSSIER : 18 FEVRIER 2021**DEADLINE FOR SUBMISSION: 18 FEBRUARY 2021**

For more than 40 years, the Lycée Français de Manille (LFM) has been promoting French academic excellence among expatriate and Filipino children. In collaboration with the German International School of Manila (GESM), the LFM is located on the green and large Eurocampus in Parañaque, offering its students high quality facilities in a multicultural environment - 550 students, 120 employees, more than 30 nationalities.

The LFM is a member of the AEFE network, its teaching programs meet the guidelines and academic requirements of the French Ministry of Education.

The recruitment campaign for the 2021 LOCAL CONTRACTS positions is open from **January 13 to February 18, 2021**. This document presents the recruitment procedure and then the description of the vacant or potentially vacant position

1/ Recruitment procedure :

- **List of current and potential vacancies** is posted on the Lycée Français de Manille website. Applicants are advised to read the recruitment procedures and schedules by following the link: <https://www.lfmanille.ph/recrutement-local>
- **Calendar of the school:**
The deadline for sending the complete application form for local contracts is **Thursday, February 18, 2021** at the latest: applications must be sent only to the email address dedicated to staff recruitment: recrutement@lfmanille.ph

The study and ranking of applicants will be done progressively until March 9, 2021. If your application calls our attention, you will have an interview with the Headmaster of the LFM. If it turns out to be positive, you will have a second interview with the LFM HR where you will be able to discuss various questions, particularly contractual ones. A third interview may be considered depending on the situation and the subjects.

- **Acceptation of the position:**

Proposals for positions will be made as vacancies and rankings are confirmed and no earlier than March 10, 2021.

The institution will email the successful candidate, according to rank order, a proposal for employment. The first-ranked candidate has 48 hours to definitively accept the position and return the documents sent to him or her, completed and signed. In case of refusal or absence of response from the candidate, the school will contact the next candidate who will have 48 hours to give his or her answer.

When you apply you must therefore be sure of your firm intention to come and work at the LFM because the response time is short.

The candidate is not definitively recruited until the hiring proposal is signed by both parties

2/ Application file

The file will include the following documents

- Typed resume (MANDATORY)
- Typed cover letter (MANDATORY)
- Copy of diplomas mentioned in the notices
- Letter(s) of recommendation, attestation(s), certification(s) that can support the points on the resume
- For National Education holders: Copies of the last two existing inspection reports, or career review report, copy of the last administrative report, copy of the last promotion order, iProf summary (grade, body, grade and step).
- Copy of an identity document (Passport) and family record book (for applicants having dependent family)

Candidates will ensure the quality of the scanned documents and that only files in PDF format are submitted. Please clearly specify in the subject line of the mail the following elements: "Application for local contract and discipline". Files must be saved in the format: name first name and name of the attachment.

3/ We offer attractive employment conditions:

- Remuneration over 13 months (Fixed-term contract for the renewable school year)
- The salary structure takes into account degrees, experience in the position, and whether or not you hold the MEN certification.
- Financial assistance for installation (work visa, plane ticket, installation bonus ...) according to the country of residence
- A personalized welcome and help in finding accommodation
- Participation in health, repatriation and retirement insurance
- Paid leave according to the school's calendar

German and English Teacher

For the next school year, the Lycée Français de Manila is looking for an ideally qualified or certified German and English teacher.

The position, subject to prior interview, is to be filled at the end of August 2021 (exact date to be defined). During the interview and on the basis of the selected application, the professional skills defined in the reference framework of skills for teaching and education (BO n°30 of July 25, 2013) will be evaluated, in high school as well as in middle school.

Skills in the field of FLE will be an asset for the position. Oral and written fluency in French is required, French knowledge should be the minimal.

Recent teaching experience in secondary school or high school is essential. Fluency in French is required. This position is split between part-time German (80% to 90%) and part-time English.

The candidate must have a taste for commitment, teamwork, a sense of human relations and must demonstrate an openness to the culture of the host country.

The following skills will be valued:

- Adapt one's teaching according to the linguistic profile of the students.
- To be able to teach the specialties and/or optional courses provided for in the 2021 baccalaureate, in particular LV3.
- Teach and evaluate by competencies in Cycle 3 and 4 of the "college"
- Use digital tools to teach the discipline, knowing how to innovate in its pedagogical practices.
- Support the development of the culture and knowledge center and the FLE pole.
- Adapt his/her practices to students with special educational needs (EBEP)
- To be a driving force in the field of German and German-speaking culture and to bring its skills and dynamism to the establishment's projects, particularly the PEAC program.
- Steering the German language policy (primary and secondary school) by relying on the relations with the German school (GESM) which shares the Eurocampus.
- Teaching experience in a French high school abroad