

RECRUTEMENT des contrats locaux : LA CAMPAGNE 2021 EST OUVERTE

RECRUITING local contracts: CAMPAIGN 2021 IS OPENED

RECRUTEMENT PROFESSEUR NORD AMERICAIN

RECRUITING NORTH AMERICAN 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 Manila 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

North American English Teacher

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

The position, subject to prior interview, to be filled at the end of August 2021 (precise date to be defined). During the interview and based on the selected file, the professional skills defined in the reference framework of skills for teaching and education professions (BO n°30 of 25 July 2013), in both high schools and colleges, will be evaluated.

Skills in the field of French as a foreign language will be an asset for the position. Recent experience in secondary school or high school education is essential.

For this position, an American or Canadian citizen will be mandatory as part of the international section curriculum of the LFM.

Oral and written fluency in French is required, French knowledge should be the minimal. University degrees in history or literature or education is recommended.

Applicants must have a sense of commitment, be teamwork oriented, have a taste for human relations and must demonstrate their openness to the culture of the host country.

The following skills will be valued:

- Adapt your teaching according to the language profile of the students.
- Be able to teach the subjects and/or optional courses planned for the 2021 baccalaureate (especially LV3).
- Teach and evaluate by competences in cycles 3 and 4 of the "collège".
- Use digital tools to teach the subject, know how to innovate in its pedagogical practices.
- Support the development of the culture and knowledge center and the FLE cluster.
- Adapting its practices to students with special educational needs (EBEP)
- To be a proactive voice in the field of the promotion of English-speaking and North American cultures and to bring its skills and dynamism to the institution's projects, particularly the PEAC program.
- Management of the Anglo-American language policy (primary and secondary school)
- A teaching experience in a French high school abroad