

JOB OPENING

Education Advisor - CE (M/F)

EMPLOYER EFID School Board	POSITION START 1 September 2026	CONTRACT Full-time — Local-law contract
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MESSAGE FROM THE PRESIDENT OF THE EFID SCHOOL BOARD

Dear Madam, Dear Sir,

As President of the EFID School Board (École Française Internationale de Djeddah), it is my pleasure to present an employment opportunity within our school. Accredited by the French Ministry of National Education, in partnership with the Mission laïque française (Mlfmonde) and accredited by the Saudi Ministry of Education, EFID welcomes nearly 1,000 students, from Pre-Kindergarten (Petite Section) to Grade 12 (Terminale), in a stimulating, multilingual and internationally oriented educational environment.

We are looking for candidates who share our values of excellence, kindness, openness to the world and close human relationships, and who wish to join an inspiring and committed educational team. If this opportunity interests you, we would be delighted to meet you to discuss how you could contribute to our educational project.

Emile Nahat

President of the EFID School Board

THE SCHOOL

The École Française Internationale de Djeddah (EFID) offers a complete curriculum from Pre-Kindergarten (Petite Section) to Grade 12 (Terminale). Accredited by the French Ministry of National Education, in partnership with the Mission laïque française (Mlfmonde) and accredited by the Saudi Ministry of Education, it welcomes nearly 1,000 students in a multilingual, multicultural and internationally oriented setting.

POSITION OVERVIEW

The Education Advisor (CE — Conseiller d'Éducation), formerly known as "Surveillant Général", reports directly to the Head of School and the Senior Education Advisor (CPE — Conseiller Principal d'Éducation). As a full member of the Student Life Office (Service de la Vie Scolaire) for both middle and high school, he/she assists the CPE in organising and running the service. He/she directly supervises the team of Education Assistants (AED — Assistants d'Éducation) on the

ground and plays a central role in safety, school climate, individual and collective student follow-up, and day-to-day relations with families.

MAIN MISSIONS

Student life, safety and school climate

- Ensure students' safety and living conditions on a daily basis: welcome at the gate, flow management, supervision of common areas, constant vigilance.
- Organise, in liaison with the CPE, the management of school time and space: day-students, half-boarders, study halls, lesson transitions, dismissals, school catering.
- Enforce the school's internal regulations on a daily basis; intervene with firmness and kindness towards students; remind them of the rules of community life.
- Contribute actively to the quality of school climate through a regular presence among students and sustained attention to peer relationships.
- Help implement the Student Life project, under the responsibility of the CPE.

Operational supervision of the Education Assistant (AED) team

- Supervise the Education Assistants (AED) team on a daily basis: assignment of duties, briefings, coordination meetings at the start and end of the day.
- Participate, under the responsibility of the CPE, in the recruitment, support, training and evaluation of the AED; contribute to professional appraisals.
- Draw up and keep up to date the AED duty schedules; ensure coverage of the various student-life periods and manage absences/replacements.
- Run weekly AED team meetings in liaison with the CPE.

Individual and collective student follow-up

- Provide personalised follow-up for students, in close liaison with the CPE, families, Form Teachers (Professeurs Principaux) and the teaching team:
- Collaborate with the teaching staff: exchange information with teachers on each student's behaviour, work, results and working conditions; jointly identify the source of difficulties and the interventions needed to overcome them; follow up at class level, in particular through participation in class councils and collaboration on projects;
- Oversee attendance monitoring daily via Pronote: data entry and verification of absences and lateness, processing of justifications, family follow-up, alerting the CPE in case of recurrent absenteeism.
- Conduct individual interviews with students experiencing behavioural or personal difficulties; refer to the CPE and the relevant services when the situation requires.
- Participate in class councils and student follow-up committees.
- Contribute to students' guidance projects, in support of Form Teachers and the guidance service.

- Manage temporary timetable changes (by delegation from the CPE and the Head of School); coordinate cover and student study halls.
- Collaborate with Form Teachers and the official examinations office; coordinate invigilators (AED); manage notices, room allocation and overall logistics under the authority of the CPE and the Head of High School for in-class assessments, mock and official DNB and Baccalauréat examinations (school and individual candidates), the ASSR (road-safety certificate), entrance tests, outings, trips, competitions and events held within the school.
- Take part in joint projects between the school library (CDI) and the Student Life Office (clubs, exhibitions, reading events).

Safety, firmness, kindness and prevention

- Help implement the bullying and cyber-bullying prevention and intervention arrangements (pHARe programme, sentinel students, reporting, support for victims).
- Take part in health- and citizenship-prevention initiatives (addictions, lifestyle, relationships and sex education, digital usage).
- Manage crisis situations on the ground: mediation between students, intervention in case of incidents, initial safety actions, alerting the CPE and the relevant services.
- Conduct educational interviews and take part in disciplinary procedures (educational committees, disciplinary boards) in liaison with the CPE and the school leadership.

Relations with families

- Be a first-line point of contact for families on day-to-day student-life matters (attendance, behaviour, organisation).
- Take part in meetings with families (start-of-year meetings, individual interviews, parent evenings).
- Maintain regular, clear and constructive communication with families, in liaison with the CPE.

Participation in school life

- Participate in the relevant bodies of the Student Life Office and the school (service meetings, committees, cross-cutting projects).
- Contribute to the preparation of evaluation and accreditation processes, under the responsibility of the CPE and the school leadership.
- Produce weekly and monthly student-life reports (attendance, incidents, sanctions, climate) for the CPE.
- Follow up at class level, in particular through participation in teachers' meetings and class councils, and collaboration on projects;
- Educational leadership: direct relationships and contact with students both collectively (classes or groups) and individually (behaviour, work, personal issues); running the student common room and organising leisure time (clubs, cultural and recreational activities); organising consultation and participation (training, elections and meetings of student representatives, participation in school councils).

REQUIRED KNOWLEDGE

- In-depth knowledge of the French education system and of student guidance pathways (middle school, high school, post-Baccalauréat).
- Mastery of regulatory frameworks: rights and obligations of education staff, professional ethics, child protection.
- Philosophy of education, sociology of education and sociology of organisations.
- Child and adolescent psychology; notions of adolescent psychopathology.
- Knowledge of national and network programmes: pHARe (anti-bullying programme), EVARS (relationships, affective life and sexuality education), educational pathways.
- Factors, processes and prevention of school drop-out, bullying and cyber-bullying.
- Development of psychosocial competencies (taxonomies and frameworks).
- Basics of first aid and emergency response; school safety protocols.
- Communication tools and techniques in active listening, mediation and conflict management.
- School project, internal regulations and Mlfmonde network culture.

SPECIFICS OF THE POSITION

- Operational deputy of the CPE, in charge of the day-to-day supervision of the AED team and the ground.
- Administrative and safety duty cover, including during peak times (start of school year, examinations, events).
- Act ethically, responsibly and exemplarily in all circumstances.
- Manage one's working time, set priorities, plan and delegate effectively.
- Develop a strategy, policy and project; lead change.
- Lead, organise and energise a multi-disciplinary and multicultural team.
- Handle a stressful situation and stay self-possessed; manage a conflict, a crisis situation and mediate.
- Availability, punctuality and long-term commitment.

CANDIDATE PROFILE

Education

- Higher education qualification of at least 2 years post-Baccalauréat (Bachelor's-level or higher preferred) in Education Sciences, Humanities, Sociology, Psychology, Specialised Education or equivalent.
- Holders of a Master's MEEF with an Educational Leadership track, or candidates preparing the French CPE competitive examination, are strongly preferred.

Experience

- At least 2 to 3 years of experience in a Student Life role (AED, CE, school youth worker, specialised educator, youth supervisor) is desired.
- Experience in a French school abroad (Mlfmonde, AEFÉ) is a major asset.
- Good command of digital school-management tools (Pronote, EcoleDirecte, Office 365, Teams, collaborative tools).

Language skills

- Native or near-native command of French (main working language with teaching teams and French-speaking families).
- Command of English and/or Arabic is a strongly valued asset for communication with some families and students.

Professional interactions

- Students, families, teaching teams, administrative teams, school leadership, external partners (health, social services, justice, Mlfmonde network).

POSITION CONDITIONS

- **Type of contract:** Saudi local-law contract — prior possession of a valid IQAMA (or one obtainable in the very short term) is required.
- **Hours:** contractual hours apply; minimum presence required while students are on site. Periods of high activity (start of year, exams, class councils, events) may require extended working hours.
- **Place of work:** EFID, Jeddah, Saudi Arabia.
- **Compensation:** based on profile, experience and the school's salary scale.

REQUIRED DOCUMENTS

- Up-to-date Curriculum Vitae (CV)
- Cover letter
- Completed and signed application form
- Copy of IQAMA (Saudi residency permit) and passport

APPLICATION

Please send your complete application to the following address:

recrutement@lyceefrancaisdjeddah.com

Please state the title of the position you are applying for in the subject line.