École Française Internationale de Djeddah (EFID)
Prince Khalid Ibn Abdullah Ibn Abdulaziz Street
Alearous District, Jeddah 23735 – Saudi Arabia
P.O. Box 9982 – Tel : (+966) 12 511 2200
Email : secretariat@lyceefrancaisdjeddah.com

JOB OPENING

Senior Education Advisor - CPE (M/F)

EMPLOYER	POSITION START	CONTRACT
EFID School Board	**As soon as possible**	**Full-time — Local-law contract**

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 Senior Education Advisor (CPE — Conseiller Principal d'Éducation) reports directly to the Head of School and the Deputy Head of High School. As a full member of the leadership team, he/she is responsible for organising and running the Student Life Office (Service de la Vie Scolaire) for both middle and high school. He/she leads a team consisting of an Education Advisor (CE) and

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several Education Assistants (AED — Assistants d'Éducation) and plays a central role in school climate, individual student follow-up and relations with families.

MAIN MISSIONS

Student life and school climate

- Organise and guarantee the living conditions of students at the school: safety, welcome, quality of physical organisation.
- Organise the school space and time management for day-students and half-boarders (flow management, lesson transitions, study halls, school catering).
- Ensure, in liaison with other staff, that the rules of life and law within the school are respected; oversee the application of the school's internal regulations.
- Contribute actively to the quality of school climate: perception surveys, action plans, cohesion projects.
- Develop and sustain the Student Life project, aligned with the school's overall project.

Leadership of the Student Life team

- Take responsibility for the organisation, leadership and supervision of the Student Life team (Education Assistants, supervisors).
- Recruit, support, train and evaluate Education Assistants (AED) alongside the Education Advisor (CE); conduct professional appraisals jointly with the CE.
- Draw up duty schedules and coordinate staff presence across the various student-life periods.
- Run regular team meetings with the Student Life staff.

Individual and collective student follow-up

- Provide personalised follow-up for students, in close liaison with 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: management of absences, lateness, justifications; implementation of follow-up procedures and absenteeism prevention.
- Conduct individual interviews with students experiencing academic, behavioural or personal difficulties.
- Participate in class councils and follow-up committees.
- Contribute to students' guidance projects, in liaison with Form Teachers and the guidance service.

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- Manage temporary timetable changes (by delegation from the Head of School or the Deputy Head) and overtime cover with the high-school teachers, or, where this is not possible, draw on the cover pool.
- Collaborate with Form Teachers and the official examinations office; coordinate invigilators (AED); manage notices, room allocation and overall logistics under the authority of 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.
- Set up joint projects between the school library (CDI — Centre de Documentation et d'Information) and the Student Life Office.

Safety, firmness, kindness and prevention

- Implement and coordinate the arrangements to prevent and combat bullying and cyber-bullying (awareness raising, sentinel students, reporting, victim support).
- Take part in health- and citizenship-prevention initiatives (addictions, lifestyle, relationships and sex education, digital usage).
- Manage crisis situations: mediation between students, support for victims, referral to relevant services (health, psychological, social).
- Conduct educational interviews and take part in disciplinary procedures (disciplinary boards, educational committees) in liaison with the school leadership.

Relations with families

- Be the families' main point of contact for any matter relating to their child's school life.
- Organise and lead meetings with families (start-of-year meetings, individual interviews, parent evenings).
- Maintain regular, clear and constructive communication with families.

Participation in school leadership

- Participate in school bodies: leadership team, school councils, committees, cross-cutting projects.
- Contribute to the preparation and follow-up of evaluation and accreditation processes (Mlfmonde, AEFE, Ministry).
- Produce regular reports and indicators on student life (attendance, climate, sanctions, projects) for the school leadership.
- 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).

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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

- Member of the leadership team and head of the Student Life Office.
- 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 (Master's-level preferred) in Education Sciences, Humanities, Sociology, Psychology or equivalent.
- Holders of the French national CPE competitive examination or of a Master's MEEF with an Educational Leadership track are strongly preferred.

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Experience

- Proven experience of at least 3 to 5 years as a CPE, leading a Student Life team or in equivalent roles.
- Experience in a French school abroad (Mlfmonde, AEFE) 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

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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.

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