

FAQs European Schools

1. How do I apply for secondment?

Posts for the European Schools are advertised in December of each year. Application forms and an information note can be found on the Department's website www.gov.ie/education and are also available on www.educationposts.ie.

2. What are the requirements for applicants? Do I qualify?

Primary Teachers

Essential: Bachelor of Education degree (B Ed) or a Graduate Diploma in Education (Primary Teaching) or a National Teacher (NT) qualification or equivalent.

Post-Primary Teachers

Essential: Have a recognised primary degree in the relevant subject discipline(s)

Both **primary** and **post-primary** teachers must:

- have at least three years' satisfactory service, in an Irish school, subsequent to full registration with the Teaching Council. A teacher will only be seconded if they have a permanent or CID contract.
- be employed as a teacher in a recognised school in Ireland (or be on secondment or career break from such a position)
- have an expectation that the contract of employment with the board of management of his/her school in Ireland will continue for either a period of not less than nine years following the proposed date of commencement with the European Schools or until the earlier retirement of the teacher
- be thoroughly familiar with the aims, principles and content of the primary curriculum or post-primary syllabus (as appropriate) in Irish schools
- Applicants for secondment to the ES system undergo an oral language assessment as part of the interview process, generally in a language of the country in which the school is located. Applicants are asked to indicate their general level of spoken competence in this language as per the Common European Framework of Reference for Language (CEFR). The three levels referenced in the CEFR are basic user, independent user and proficient user. Applicants will be asked to indicate their level in the application form, and will be assessed according to this level.

3. How many European Schools are there and where are the locations?

There are thirteen European Schools in total. Their locations are:

Alicante, Spain	www.escuelaeuropea.org
Bergen, Netherlands	www.esbergen.eu
Brussels I (Uccle)	www.eeb1.com
Brussels II (Woluwe)	www.eeb2.eu
Brussels III (Ixelles)	www.eeb3.eu
Brussels IV (Laeken)	www.eeb4.be

Frankfurt, Germany	www.esffm.org
Karlsruhe, Germany	www.eskar.org
Munich, Germany	esmunich.de
Mol, Belgium	www.esmol.net
Varese, Italy	www.eurscva.eu
Luxembourg I	www.euroschool.lu
Luxembourg II (Mamer)	www.eursc-mamer.lu

4. European Schools Regulations

Regulations For Members Of The Seconded Staff Of The European Schools

The Regulations For Members Of The Seconded Staff Of The European Schools (2011-04-D-14-en-20) and can be found at: <https://www.eursc.eu/en/Office/official-texts/basic-texts/en>

This is a key document which determines conditions for a teacher once seconded to the European Schools. *Regulations for Members of the Seconded Staff of the European Schools* (available on the website of the European Schools) Ref. [2011-04-D-en-20](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A2011D014)

The European Schools webpage is at: <https://www.eursc.eu/en/>

5. What are the working terms and conditions for seconded teachers in the European Schools?

The working terms and conditions for seconded teachers in the European Schools are governed by the “Regulations for Members of the Seconded Staff of the European Schools”. See [Regulations](#) for further details.

6. What is the salary for teachers on secondment to the European Schools?

Teachers will receive their current salary in addition to a range of European allowances. In accordance with Title V Chapter 1 of the [Regulations](#) a member of staff shall be entitled to the remuneration carried by their post and their step in the salary scale for such a post, as laid down in Annex IV to these Regulations.

A staff member’s remuneration shall be weighted at a rate above, below or equal to 100%, as laid out down and adjusted for officials to the European Communities.

7. What is the procedure when applying for a transfer from one European School to another?

Teachers on secondment to the European Schools may apply for transfer from one school to another in accordance to specific procedure as per Article 4 of the [Regulations](#). At the request of a member of staff, on the advice of the Director and on a proposal from the relevant national Inspector, the seconding authority may authorise a transfer from one school to another. However, such authorisation may only as a rule be granted once, and on completion

of the fifth year of secondment. It shall in no way modify the total length of secondment (nine years) referred to in Article 29 of these Regulations.

8. What is the procedure for applying for a contract prolongation in the European Schools?

The total period of secondment may not be more than nine years. In special cases, duly justified in the School's interest, on a proposal from the Director and with the national Inspector's agreement, a prolongation of up to three years may be granted by the seconding authority. As per article 29 of the [Regulations](#).

9. Leave entitlements while on secondment to the European Schools

Leave entitlements for teachers seconded to a European school are set out in the **Regulations For Members Of The Seconded Staff Of The European Schools (2011-04-D-14-en-20)** and can be found at: <https://www.eursec.eu/en/Office/official-texts/basic-texts/en>

See Title IV Chapter II of the regulations for more details.

10. Who should I notify when on leave?

Teachers seconded to a European school must notify their host school of all absences and submit medical certificates (where applicable) to be retained by the school. They must also notify their Irish employer, copying the Department European_schools@education.gov.ie, and attach relevant documentation as required. The Irish school will then update the Online Claim System (OLCS).

11. Child Benefit claims while on secondment to the European Schools

Child Benefit section (Department of Employment Affairs and Social Protection) will send forms to teachers in the European Schools who are claiming child benefit. The teacher should complete the relevant section of the form and forward to Teacher Salary Section, Department of Education Athlone for signature and stamping, and ask that they send it onto Child Benefit Section on their behalf.

12. Are professional development courses paid for while on secondment?

Further Professional Training will be facilitated by the European school and organised by the Board of Inspectors, as is compatible with the requirements of the proper functioning of the school. It is desirable for this further training also to serve the interests of the staff, with a view in particular to their subsequent reintegration into their countries of origin.

See <https://www.gov.ie/en/circular/66d9f-update-to-the-teacher-fee-refund-scheme-prioritisation-of-funding/> link for further details.

13. Where to get P21 or P60's?

The issuing of P60s by employers has ceased since 2019. Employees should register with Revenue to use their online services "myaccount". Please see link below for further info under the Financial Statements heading.

<https://www.gov.ie/en/collection/efad5-payroll-services/>

14. Can I apply for more than one school?

Yes you may apply for one or more posts (to be put in order of preference).

15. I am interested in applying for the position of English teacher in Munich as advertised on the Department of Education's website. I do not speak German but otherwise I meet the criteria for the job. Would this make me an unsuitable candidate for the job?

Whilst basic German is required and will be assessed, if a candidate excels in every other respect at interview, has some very basic German language skills and shows a willingness to learn the language, that would be looked upon favourably

16. Can I take a familiarisation visit once I am assigned a school?

Paragraph on Familiarisation Visit to be included in Confirming Secondment Letter

Familiarisation visit

You may make a familiarisation visit to the European School in which your position is based. This visit must take place during school term time. The Familiarisation visit is an official visit to the school during term time allowing the teacher to get a sense of school-life, meet management as well as relevant teaching personnel etc.

The date of this visit should be arranged by contacting the Director of the European School directly. The Department will refund the cost of a return flight (at economy rates) and public transport for this visit upon production of valid receipts and tickets. The Department will also refund to you the cost of one night's hotel accommodation (on production of a valid receipt) and a subsistence allowance in accordance with civil service rates. The visit must not interfere with your teaching duties in Ireland and substitution costs will not be paid by the Department.

17. Previous seconded EU teachers applying since returning home to Ireland.

Article 29 states:

Without prejudice to Article 29(a) above and notwithstanding national provisions on secondment, the seconding authority may agree on further secondments of members of the teaching and supervisory staff provided that between the last secondment and the new secondment the member of the teaching or supervisory staff has returned to a national system for a minimum period of three years and his/her last evaluation within the European Schools was positive.

18. COVID-19 Traveling to and from Ireland

You are advised to monitor the official advice and information provided by the authorities at your destination. Information about entry restrictions applied by other countries is available on DFA's country-specific webpage: [Travel Advice - Department of Foreign Affairs \(dfa.ie\)](https://www.dfa.ie/traveladvice)
If you have a travel query of an **urgent nature**, please email DFA at traveladvice@dfa.ie.