

Tallinn European School is hiring two Deputy Directors to join the Management team and lead the development of the school.

Deputy Director Nursery & Primary Cycles Deputy Director Secondary Cycle

THE MAIN OBJECTIVES OF THE DEPUTY DIRECTORS ARE:

- To ensure the smooth running of teaching and learning;
- To participate in the work of the management of the School;
- To plan and organise the studies and educational activities;
- To ensure the quality of teaching and learning;
- To be responsible for the pupils' well-being, behaviour and discipline;
- To ensure smooth communication with parents, teachers, pupils and other stakeholders.

In his/her work, the Deputy Director applies all national and school-related legislation, regulations and directives, the European School curriculum and the School Development plan.

REQUIREMENTS FOR THE POSITION:

- **Qualification:** Master's degree
- **Work experience:** Experience in the educational management and teaching
- **Advanced professional knowledge and skills:**
 - Good knowledge of educational regulations and policies
 - Excellent communication and interpersonal skills
 - High level of digital competence
 - Ability to achieve high standards
- **Language skills:**
 - English - advanced level (preferably C1)
 - Estonian - intermediate/advanced level (B2-C1)
 - Knowledge of other official EU languages is an asset

Both positions are full-time with indefinite term contracts starting from August 2021.

To apply, please send the following documents through our website tes.edu.ee/job-vacancies by **Thursday 20 May 2021:**

- Europass CV
- Motivational letter (in a foreign language for the candidate: English, French or German)
- Copies of documents proving education and language skills
- Criminal record certificate stating that there are no restrictions on working with children

For further information, please contact recruitment@est.edu.ee.