**PROFILE OF DIRECTORS AND DEPUTY DIRECTORS   
(**2011-04-D-14-en-**11**, REGULATIONS FOR MEMBERS OF THE SECONDED STAFF OF THE EUROPEAN SCHOOLS, Annex I,

The particulars and qualities described below are mandatory. The emphasis given to particular aspects of the profile may vary in response to the specific characteristics of individual schools.

1. The candidate **must have the competence, skills and qualifications required in his/her country to head an educational establishment providing a leaving certificate entitling the holder** to university entranceor a **primary school** (for candidates for a post of **Deputy Director for the Nursery and Primary**)

2. The candidate should demonstrate management competence in the pedagogical, administrative and financial fields, *for example*:

* in leading a school as a whole organisation
* in establishing good human relations
* in resolving conflicts
* in synthesising ideas
* in managing human, material and financial resources
* in setting up and developing a quality control system in the different areas of management of the school.

This requirement is not intended to exclude those without previous experience of headship.

3. The candidate should have a knowledge of a minimum of three languages, including at least two of the three vehicular languages (English, French, German). The candidate must undertake to learn the language of the country in which the school is situated. **The level of knowledge of the language of the country will be one of the criteria for the first evaluation.**

4. The candidate should demonstrate **knowledge and understanding of the European Schools system.**

5. The candidate must be able to **commit to serving at least the first five-year term of office** (subject to a positive evaluation during the second year of service).

**APPLICATION PROCEDURE**

1. The candidate’s file must contain the **following information**:

* + date of birth
  + civil status
  + educational background and qualifications
  + professional experience
  + knowledge of languages (to be documented and assessed on the basis of the Common European Framework of Reference for Languages self-assessment grid produced by the Council of Europe)
  + special abilities, skills and achievements
  + names of referees

**Official documents to be attached to the Europass Curriculum Vitae**:

* + copies of diplomas, certificates and other evidence of formal qualifications
  + an official document testifying that the candidate has no criminal convictions which would be incompatible with the post.

Candidates should send their applications to their national delegations.

**LENGTH OF TERM OF OFFICE**

1. The term of office of Directors and Deputies will be **nine** years.

2. The term of office will be subdivided into three periods:

* an initial period of two years. An evaluation will be made during the second year.
* a second period of three years. A further evaluation will take place during the fifth year.
* a third period of four years

3. The length of the term may be extended by one year in the interests of the service at the end of nine years in the same school.

**SELECTION OF CANDIDATES**

1. A Selection Committee will be set up, chaired by the Secretary-General of the European Schools. The composition of this Committee will depend on the post to be filled. The Deputy Secretary-General may be a member of the Committee, but without a vote, except if the Secretary-General has delegated him/her to chair the Selection Committee.

2. Inspectors’ representation

For a Deputy Director’s post, in addition to the Secretary-General of the European Schools, the Committee will consist of:

* + two Primary inspectors for a Primary Deputy’s post

An Inspector of each of the countries presenting candidates may be present as an observer during the interviews of all the various countries’ candidates, but without a vote. The observers may not be present during the deliberations.

3. Directors’ Representation

For a Deputy Director’s post, only one Director will be a member of the Committee. This Director must be from the school where the post is vacant

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4. The Report of the Selection Committee should give a résumé of the Committee’s overall judgment regarding each candidate, making reference to the qualities itemised in Section II of the Document ’Profile of Directors and Deputy Directors’. It will state whether it judges the candidates to be ‘excellent’, ‘very good’, ‘good’ or ‘acceptable’ or whether they failed to show the competence and skills required to head a European School or to hold a post of Deputy Director for the Primary or the Secondary, as the case may be. The Committee will rank the candidates in order of preference.

**APPOINTMENT**

1. If the Selection Committee reaches unanimous agreement on the proposed rank order which it has determined, the Secretary-General will make the appointment on behalf of the Board of Governors and will inform the Board of Governors and the Joint Board of Inspectors thereof, either at their next meeting or in writing.

Only a candidate who has been rated ‘very good’ or ‘excellent’ may be appointed in this way.

2. If the Selection Committee fails to reach unanimous agreement on a proposal or if none of the candidates have been rated ‘very good’ or ‘excellent’, the Secretary-General will submit the Report of the Selection Committee to the Joint Board of Inspectors, where necessary by written procedure. In that case, the Board of Governors will decide on the appointment, having considered the recommendations of the Selection Committee and the Joint Board of Inspectors.