

ISH Recruitment information package

We are very proud of the quality of education that we provide for the students of all ages and nationalities and ISH can proudly say that it is a true International School with 2000 students on roll from over 101 nationalities. Our mission statement reflects this **“Curious, Connected and Compassionate”** and we aim to inspire personal excellence in our strong and diverse community. ISH has been serving the community of The Hague for many years.

We joined the Primary and Secondary schools together when we moved to our current Kijkduin campus in the south of the city. The Primary School prides itself on being the first school in the world to be awarded ‘Mastering’ in the accreditation of the International Primary Curriculum (IPC) in 2009. In 2013, we were also awarded ‘Re-mastering’, another wonderful achievement.

The Secondary School follows the International Baccalaureate (IB) Middle Years Programme (MYP), Diploma Programme (DP) and Career-Related Programme (CP) and our results at both MYP and DP are above the world average. ISH Secondary School is an IB World School accredited by the CIS.

We aim to develop in all of our young people the capacity for life-long learning by providing a holistic education that focuses on more than academic success. We provide many opportunities for our students both inside and outside of the classroom with a rich extra-curricular programme that runs in synergy with our academic programmes, with the addition of a pastoral mentoring programme within ISH Secondary. This reflects our commitment to enable happy and healthy students by investing in their emotional and social wellbeing.



Rijnlands Lyceum Foundation

The International School of The Hague (ISH) is part of the Rijnlands Lyceum Foundation (in Dutch: Stichting Het Rijnlands Lyceum). The Rijnlands Lyceum foundation is an ambitious foundation that offers both primary and secondary education and national and international education. The International School of The Hague and the European School of The Hague are our international schools. Rijnlands Lyceum Oegstgeest has an international department.

Rijnlands Lyceum Foundation has over 1100 staff members at eight schools and provides innovative quality education to more than 7000 students with a focus on global citizenship. Rijnlands Lyceum Foundation is a learning organisation that continuously adapts to a changing society. We not only focus on the development of the students, but also on the professional growth of staff members. Rijnlands Lyceum Foundation stimulates and facilitates professional development and offers career prospects. Only in that way we are able to guarantee quality education.

Living in The Hague

“The Hague has many faces: international city of peace and justice, Royal residence, European city and multicultural hub.”: www.denhaag.nl/english

The Hague is a beautiful city located behind the sand dunes and adjacent to miles of clean and attractive beaches. It is the only major city in the Netherlands that lies directly at the sea, and it is known as 'the largest village in Europe' although it continues to grow in size. It is the seat of Dutch government and home to the Royal Family. It has a beautiful historic city centre and numerous 'Pleins' (squares) where one can sit out and enjoy a drink and a snack. The city has beautiful architecture, numerous canals and an excellent public transport system. One of the particular pleasures of living in The Hague is the opportunity to cycle through the sand dunes alongside the beach. There are also extensive cycling routes to explore. In fact, most of our staff cycle to school. The Hague has an excellent shopping centre and is one of the best cities in Europe for eating out. One of the more noticeable features of The Hague is the profusion of parks in the city. It is one of the greenest cities in Europe as well as being a safe, friendly and relaxing place to live.

Some figures about The Hague

The Hague is the largest Dutch city on the North Sea in The Netherlands. The Hague counts over 539,000 inhabitants, making it the third largest city of The Netherlands.



- Around 260,00 houses
- 11 km of coastline
- Surface area close to 100 km²: approx. one third of the city is green (parks. etc.)
- Seat of Dutch government
- 2nd UN world city after New York
- 104 embassies and consulates
- More than 150 international organizations
- Residency of King Willem Alexander

More information: [The Hague](#) and [The Hague International Centre](#).



Child Safeguarding/Certificate of Good Conduct (VOG)

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

To this end, all those appointed at The International School of The Hague are required to obtain a Certificate of good conduct in advance (in Dutch: VOG)

Dutch Law requires a Certificate of Good Conduct (in Dutch: VOG) for positions in primary and secondary education. The decision to issue this certificate lies with the Ministry of Justice (in Dutch: Dienst Justis). Your appointment with The Rijnlands Lyceum Foundation takes place on condition that you obtain a VOG in advance. The original certificate of good conduct needs to be submitted to the HR department before the start date.

This procedure will be explained in further detail by your HR contact person together with other terms and conditions of your employment. Needless to say, Rijnlands will reimburse all costs in relation to the above.

Qualification requirements

The teaching profession in The Netherlands is strictly regulated. This means that only those in the possession of teaching qualifications are allowed to practice the profession.

Teachers who have obtained their diplomas and certificates abroad(*) must always have their foreign teaching qualifications recognized by [Dienst Uitvoering Onderwijs](#) (DUO, part of the Dutch Ministry of Education), who is authorized to provide them with a Dutch recognized teaching certificate.

The following DUO criteria must be met in order to work for us:

1. A graduate university degree;
2. An official teaching qualification, such as a Bachelor or Master's level degree in Education, Postgraduate Diploma or Certificate in Education etc. to teach all year groups in Secondary Education;
 - a. The teaching qualification must be officially recognized either in your home country or the country in which you obtained your qualification, as this is the starting point for DUO;
 - b. The teaching qualification must be for the subject that you are applying for;
 - c. The teaching qualification must be for all Secondary Education. If you are not qualified to teach 11-18 years, we will not be able to consider your application further.

() International teachers are advised to apply for accreditation of their teaching qualification prior to coming to The Netherlands. This application can be done by sending your qualifications and application form directly to DUO (email: ks.dw@duo.nl - up to 5MB). For more information please visit the [DUO website](#).*

Selection criteria

Our requirement is for experienced teachers, with academic and teaching qualifications, and an international background. The main criteria for selection, therefore, are:

- University degree and teaching qualification that is recognized by the Dutch Education Authorities (DUO);
- successful classroom teaching experience;
- knowledge of IB curriculum desirable;
- English to native or near native speaker level;
- The right to work in The Netherlands.

If you are appointed as a teacher, you must bring original diplomas and qualifications to the interview with your HR contact person in which the terms and conditions of employment will be explained to you.

Recruitment code

The recruitment code contains rules that The Rijnlands Lyceum Foundation should take into account during the recruitment and selection of candidates to fill vacancies.

The purpose of the code is to provide a standard for a transparent and fair recruitment and selection procedure.

This code is drawn up in accordance with the Rijnlands Lyceum Foundation Privacy Policy, the Privacy Rules of Procedure for the Processing of Personal Data of Staff in Secondary and Secondary education and the regulations of the General Data Protection Regulation, GDPR, (in Dutch "AVG"). Chapter 15 outlines the Privacy Statement for applicants.

Privacy Statement for Applicants

The Rijnlands Lyceum foundation attaches considerable importance to the privacy and the protection of the personal data of applicants. The processing of the personal data takes place in a manner that is in line with the statutory requirements in accordance with the

General Data Protection Regulation, (GDPR). The privacy statement contains information about how we handle applicants' personal data, how we record this and on what basis.

You can find the recruitment code on the website of the Foundation/vacancies. The privacy regulations are to be found under the [Stichting/Foundation](#) website (tab: organisation/articles of association and regulations).

Terms and conditions of employment

If your application for a position at the school is successful, our HR department will help you with your relocation and settling in. An additional service provided by the school is a comprehensive relocation package with relevant information regarding your relocation.

Collective Labour Agreement (CLA)

A good Collective Labour Agreement for education enables teachers, school management and support staff to do their job well and thus ensures that students receive quality education. Here you can find the CLA for [Dutch Secondary Education](#). The CLA is only available in digital form. For the English version, please contact your HR advisor.

Attractive package of terms and conditions of employment

Besides a meaningful job, Rijnlands offers attractive terms and conditions of employment determined by the Secondary education collective labour agreements, as well as Rijnlands specific benefits. This includes (but is not limited to) 8% holiday allowance, a 8.33% year-end bonus, an extra year-end bonus for educational support staff (scale 1-8), a contribution towards travel expenses and the ABP pension scheme.

Salary elements (Secondary education)

- 8% holiday allowance (paid out in May)
- Year-end bonus (8.33% for Secondary education, paid out in December)
- Extra end-of-year allowance of € 1.200 gross for scale 1-8 (only applicable for the supporting staff);
- End of scale payment amounting to € 1.567 gross for teachers and € 260 gross for scale 9 (based on a full time position), paid in August every year;
- Monthly contribution towards travel expenses (if applicable)
- Collective/group occupational disability insurance
- the ABP Pension scheme

The holiday allowance and the year-end bonus are based on a whole year in service. Payment is reduced proportionately according to months in service. The total annual salary, including the year-end bonus and holiday allowance, is almost equal to 14 months payment. Please note, all amounts mentioned above are gross and calculated pro rata.

Relocation Package (CLA Secondary)

All new staff moving to the Netherlands is entitled to a relocation compensation consisting of:

- Compensation (tax free) for expenses incurred for the transportation of luggage and household effects of the employee and the members of his/her family to the new house with a maximum of € 2.500,- for Secondary education (based on receipts);
- An agreed amount for all remaining expenses that ensue directly from the relocation, set at 12% of the annual salary with a minimum of € 1.820,- and a maximum of €5.445,- (tax free).

If you and your partner are entitled to the removal costs (bullet 1 and 2), then each receives only half of these amounts.

- Hotel costs reimbursement, with a max. of € 1.400,- net (based on receipts). This amount is a total per family;
- Basic settling in service and local registration (HR relocation services); HR will help you with work-and residence permits ([IND Immigration Service](#)), registration at the

municipality of The Hague, apply for a Dutch code of good conduct (VOG), opening a [Dutch bank account \(ABN AMRO\)](#) , apply for a [Dutch Teaching Certificate](#), etc.;

- Housing support: HR will inform you about the possibilities;
- HR assistance with the Application 30% ruling (tax benefit) if you meet the required conditions. More information can be found under the heading “30% ruling”;
- Dutch Tax application Support (reimbursed by Rijnlands for 1st year expat staff). Rijnlands has an agreement with a tax consultancy that will help with the tax refund for all new staff hired from abroad;
- an [OV Chip card](#) with € 20,- credit to travel within the Netherlands by public transportation.

Repayment obligation

A descending repayment obligation is applicable for the compensation as described in bullets 1 and 2 for three years after reimbursement.

30% ruling

Under the 30% ruling, international staff can receive tax exemption for a ¹maximum of 30% of their annual gross salary.

The 30% ruling is meant as a compensation for the extraterritorial costs that expats incur while living abroad. The 30% ruling applies to staff that have been recruited from abroad. The rule can only be applied if income tax is paid in the Netherlands. The duration of the 30% ruling is currently subject to political decision-making and is decreased to a 5 year period.

You are eligible for this allowance if you meet a number of [conditions](#):

- Specific expertise; the applicant must possess specific expertise which is not or hardly available on the Dutch Labour market.
- Salary criteria; your annual gross salary has to be at least € 38,961.- (fiscal wage 2021) or;
- if you are aged below 30 and you are awarded a Dutch Master’s qualification in university education or an equivalent foreign qualification, and your annual gross salary wage exceeds € 29,616.- (fiscal wage 2021) and;

¹ A minimum fiscal salary is required after reduction of the 30% ruling is applied. This means that the percentage for your tax advantage is not necessarily 30 % but can be lower in order to ensure that the 30% ruling (gross) deduction does not lower the salary to below the required minimum.

- 150 km distance: in the 24 months prior to your 1st day of work in the Netherlands you live at more than [150 kilometers in a straight line from the Dutch border](#).

HR assistance

HR will assist you in the application process and will send the completed **application form** to the Dutch Tax Authorities. The content of the application itself is your responsibility. More information can be found on the website of the [Dutch Tax Authorities](#).

School fees

It is Rijnlands' policy to waive the school fees for children of international staff recruited from abroad on the condition that the 30% ruling is granted. School fees are waived for the two eldest children only. All additional costs, such as a Deposit Fee (a fee of € 1000,- deposit, to be paid once only and refunded when conditions are met, please refer to our website at <https://www.ishthehague.nl/join-us/admissions/school-fees> for more information), examination fees, registration fees, MYP Diploma fees, books, IT devices etc., are for your own account.

The deposit fee is a 'safety net' that the school needs in order to prevent and deter non-payment. It is also used to deduct funds for any loss or damage caused by a student to school property. A deposit of €1,000.00 (per child) must be paid into the School account. This deposit is paid once and will be included in the first invoice. The deposit fee will be refunded when conditions are met.

We have a € 325 application fee. This is non-refundable and covers the costs of administration required to process the application. An application will not be reviewed until it has been paid.

Please bear in mind that the school fee waiver applies as long as you have the 30% ruling; when the 30% ruling expires, so will the school fee waiver. Any staff who do not qualify for the 30% are unfortunately not entitled to this due to Dutch tax law.

Special Assistance

If a personal educational assistant is deemed necessary by the school, the costs for the assistant will be paid by the parents.

Entry to ISH Secondary is granted to children from countries outside the Netherlands who are part of the mobile international community (Ministry of Education regulations define this as those who are working in the NL for a 'certain period of time') and children from Dutch families who have been internationally mobile (defined as those who have spent 'at least' two years in a school abroad immediately prior to application) and need to be educated in an international school to ensure continuity of education.

Students will be considered for admission to the School upon receipt by the Admissions Officer of a signed application form accompanied by payment of the non-refundable registration fee of € 325 into the registration account.

For students with any type of educational or behavioral difficulty, parents/guardians will need to provide complete documentation of their child's academic history, psychological/educational evaluations, and details of extra academic/specialist support they have had or are currently receiving. Parents/guardians will also grant permission for ISH to contact previous schools or professionals involved with the child in order to provide details relevant to the child's education and wellbeing. Once the application information is complete, the Admissions Team will evaluate the application and decide if the school can accommodate the student. If, after a period of no less than six weeks in school, we feel we cannot meet the academic, social/emotional or physical needs of your child, we reserve the right to recommend a transfer to an establishment that we (the school) believe can better accommodate these needs.

Additional Rijnlands terms and conditions of employment

In addition to the above benefits, staff are given a number of options for tax advantage under the so-called "cafeteria scheme".

Cafeteria scheme

Rijnlands staff can participate in the "cafeteria scheme". This is a scheme that provides you a tax benefit on your salary, because part of your gross earnings can be used as a tax free allowance.

The scheme consists of a bicycle plan (up to € 1250,- and one bike per 5 years only), sport subscription plan (up to € 270,- per year), union membership scheme and a tax benefit on your commuting expenses.

Medical Insurance

In The Netherlands, it is compulsory to have medical insurance. Basic costs are around € 100 per month per adult. Children are included into their parent's insurance without any additional costs until they reach the age of 18. There is also the option to take out additional medical insurance (dentist) to individual needs and requirements. You can find more information here.

Discount

Rijnlands Lyceum offers all employees various discounts on collective insurances: (including healthcare, car, legal aid, home contents, accident, liability insurance and disability insurance).

Professional Development

The school has a very generous staff development budget and, having identified specific needs during their goal setting; it is possible that members of staff can attend appropriate courses overseas or at home. However, the majority of the professional development is organised through the school.

ABP Pension

As of the commencement of your employment, you will accrue pension with **Algemeen Burgerlijk Pensioenfonds (ABP)**. ABP is the pension fund for employees working within the educational sectors. ABP provides income security for old age retirement (not state pension), in the event of death or occupational disability.

You can find more information at www.abp.nl/english. For your information, we organize an annual ABP presentation at the schools.



Frequently Asked Questions

Please check appendix 1 for the FAQ.

More questions?

If you have questions regarding relocation, finances, professional development etc. please contact one of our HR advisors.

When you have questions about the recruitment procedure you can contact our Recruitment team at: secondaryrecruitment@ishthehague.nl