



CANDIDATES Information Guide to ISL

- Recruitment and Onboarding timelines
- Salary Package
- International and diverse working environment
- What we do to support diversity, equity, inclusion & justice
- Additional school benefits/resources
- The benefits of Luxembourg.

Recruitment*



At ISL, recruitment will be conducted in the following manner:

Ads will be posted internally and externally as appropriate;
Applications will be reviewed by two or more staff members;
Two interviews + 1 video recording interview per candidate will be held with different leadership staff;
Four professional references will be checked;
Academic qualifications and teaching qualification (when appropriate) will be checked;
Clearance to work with children (criminal background) will be checked;
A hiring decision by the Director will only follow once the above steps have been completed.

* Only typical recruitment calendar, vacancies can arise anytime during the year

ISL VALUES

- We believe in the power of listening to each other
- We believe learning happens in and out of the classroom
- We believe we achieve more if we work as a team
- We believe change is almost always a force for good
- We believe in looking after each other like family

Onboarding*



* Only typical onboarding, recruitment and then fast-track onboarding can arise anytime during the year

If you are coming from overseas, you should plan to arrive in Luxembourg early July to best allow you to find accommodation and calmly conduct all other business connected with re-locating to a new country before the back-to-school rush begins.

You have then enough time to settle down before the New Staff Orientation days.

ISL organises an orientation week mid-August. All new teachers are expected to attend the five New Teacher Orientation Mornings which take place the week before the Teacher Orientation Days.

Salary Package

Working Conditions

Salary schedule

- [Our salary scale](#) is competitive with similar international schools and currently includes fixed automatic step increases, as well as government mandated regular cost of living increases.
- The regulations concerning staff placement within the salary scales are set within the Collective Bargaining Agreement (a document negotiated every 2-3 years by the Employee Delegates and the ISL Board of Governors). The steps on the salary schedule refer to years of full-time teaching or other professional experience.
- A member of the Faculty with no previous full-time experience shall be placed on step 1, a member of the Faculty with one year of previous full-time experience shall be placed on step 2, and so forth, with up to 9 years' credit given for previous experience.

Social Contributions

According to Luxembourg law, all employees must have the following social contributions deducted from their monthly gross salary.

- national pension fund 8%,
- national health system 4.45%

Income Tax

- Under Luxembourg law, income taxes are only partially deducted at source. The employer makes the appropriate deductions.
- Then an annual income declaration enables the Tax office to finalise the amount of taxes due.
- Income tax in Luxembourg is calculated based upon tax brackets; the top tax rate is 39%. Thus, in order to help prospective new staff better calculate their monthly “take home” salaries, the school estimates that staff members can expect to pay the following approximate percentage of their salary in terms of Luxembourg income tax:
 - Single staff member – 22% approximately
 - Married staff member (1 spouse working only, no children) – 10% approximately
 - Married staff members (2 staff members working, no children) – 20% approximately

Stipends

- Should you choose to take on additional duties such as department head, athletic coaches, club advisors, etc., you can expect to be paid a stipend for this activity (applicable taxes and social contributions will be deducted).



Benefits

- All staff benefit packages include subsidised lunch*, the possibility to join a supplementary pension plan*, and access to professional development opportunities.

Lunch vouchers

- Members of the staff who work at least 50% of a full-time position shall be entitled to receive digital lunch vouchers (“UP Card”). The school will contribute a fixed amount per month over 10 months to the lunch voucher plan and the employee will contribute a lesser amount per month over 12 months not subject to income tax or to social security and pension fund charges, which will be deducted from the net monthly salary.
- In return, the employee will receive 18 vouchers per month valued at €10.80 each.

Complementary pension

- The school offers a defined contribution supplementary

pension plan through the company, Swiss Life. All CBA staff members who have completed 12 months of service at the school are eligible to be enrolled in the school's supplementary pension plan.

- The school contributes 5% gross for each staff member (applicable taxes and social contributions will be deducted at the time of payment). Employee contributions are optional, though limited in amount (up to €100 per month) due to Luxembourg insurance regulations. Employee contributions are tax deductible.

Tuition

- Faculty staff employed under indefinite duration contracts who work between 50%-100% of a full-time position are granted a tuition reduction (up to a 100% reduction if employed full time) for up to two dependent children.
- The value of this benefit in kind is subject to income tax withholding.

*when applicable



International and diverse working environment

We facilitate international recruitment

Overseas relocation

ISL hires people from all around the globe, people from the EU and also non-EU people.

ISL has overseas-hired staff benefit package which includes: The benefits listed apply to Faculty members employed under an unlimited term contract.

- Upon arrival: relocation and transportation allowances, flights allowance to Luxembourg (including dependants), along with professional help and individualised assistance.
- Home leaves (flight allowance every two years for up to 10 yrs), and free tuition for a maximum of 2 children (if full time).
- Upon departure: transportation allowance and flights allowance to home of records (including dependants).

ISL has hired relocation companies to provide new staff (overseas hired) with assistance in finding and acquiring an appropriate accommodation as well as getting settled in during the first few weeks of life in Luxembourg.

Each relocation company is expected to ensure that trained professionals assist you by organising and conducting:

- property visits with you,
- helping you get registered with the city authorities, complete your residency permit application,
- taking you to the bank to open your accounts,

- generally acting in your best interests to help you get settled in to Luxembourg.

Visa/work permit

- ISL does not only hire EU citizens but also non-EU citizens. The HR office will be helping new staff before and after their arrival in Luxembourg, with the entire process.
- For non-EU citizens, the entire process of becoming resident in Luxembourg can take up to several months. Much of the paperwork that is needed to become a resident of Luxembourg can be found at <https://guichet.public.lu/en.html>. EU citizens do not need residency permits or residency visas.

What we do to support Diversity, Equity, Inclusion and Justice

DEIJ Committees

- ISL is deeply committed to promoting Diversity, Equity, Inclusion & Justice through the formation of 3 DEIJ committees: There are more than 40 members strong
- The aim of the Committee is for everyone in the ISL Community to be heard, to be respected, to be educated and to feel safe around all of our DEIJ principles, and it's also to celebrate diversity and building inclusion through events, and finally it's to provide ongoing opportunities for reflection and learning.

What do the DEIJ Committees do?

- Celebration & Belonging Committee - focusing on raising awareness, celebrating diversity, DEIJ events, Diversity Day, clubs and engagement
- Culture & Practice Committee - focusing on policy implementation, institutional practices & consequences.
- Community Learning - focusing on what & how we learn and grow to be more inclusive, creating learning opportunities for everyone, through programs, curriculum, and professional development.

Current actions

Developing a schoolwide DEIJ philosophy and principles policy:

- Celebrating Diversity week with stories and reflections from our community, Assemblies hosting experts in intercultural education and global competencies development, DEIJ activities and displays for students;
- Speaking openly, freely and respectfully within the Advisory/Homeroom lessons, TED Talks, and the student-led webinars;
- Organising Human rights and Neurodiversity week, international lunch and international pronouns day
- Planning learning engagements, such as SafeZone, to support our communities learning needs so that everyone can belong
- Directly addressing discrimination issues that arise in school

Amongst staff:

- Give additional consideration to diverse applicants;
- Partner with minority recruiting agencies
- Professional development for staff (and others) in identifying, addressing and talking about DEIJ with colleagues and students
- Evaluating existing and potential curriculum standards pertaining to DEIJ
- Evaluating Restorative Justice Processes
- Developing the ISL DEIJ page as resource centre for the whole school community

Core DEI projects for 2024-25:

- Whole School DEIJ Cultural audit & recommendations

- Establishing safe havens for those needing support and to build trust
- Extending and consolidating the different DEIJ Events

Diversity, Equity and Inclusion and Justice Policy Statement

The school does not tolerate any form of discrimination. It is the belief of all the members of the school community that ISL must offer an environment where staff of different nationalities, cultures, backgrounds and beliefs can learn to know, understand, and respect each other.

The school is an equal opportunity employer and will not knowingly discriminate against candidates on the basis of race, religion, gender, national origin, sexual orientation or age. Staff members and candidates need to be aware, however, that the school is bound by Luxembourg laws and policies which may hinder foreigners from some countries from obtaining work permits and related residency visas.

What is DEIJ at ISL?

At ISL, we believe that each member of the community deserves an accepting, safe learning environment.

All community members, regardless of their gender identity, race, religion, disability, sexual orientation or socio-economic background, deserve to feel equally valued, seen and heard.

Having a diverse, equitable, inclusive community benefits individuals and strengthens the community. Accordingly, we commit to explicitly embedding a diversity, equity, inclusion and justice lens in our organisational culture and our educational practices.

In fulfilling our mission, ISL is dedicated to creating systems that value the unique contributions of all students and staff to our school and fully engage all members of our school community in achieving our vision. While everyone in our community shares responsibility for enacting principles of diversity, equity, inclusion and justice, ultimately the Director is responsible for ensuring that our school culture embodies DEIJ principles and practices. Together, we embrace our responsibility to create a more just world.

Our staff is our most valuable resource. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our staff invest in their work represents a significant part of not only our culture, but our reputation and our School's achievements as well.

We all have a responsibility to treat others with dignity and respect at all times. We are all expected to exhibit ethical conduct that reflects inclusion during work, at School functions on or off the Campus, and at all other School-sponsored and participative events.

Staff who believe they have been subjected to any kind of discrimination that conflicts with the School's diversity policy and initiatives should seek assistance from a member of the Leadership Team or the HR Office.

MISSION STATEMENT

We ensure that everyone in our community becomes inspired, resilient and passionate about achieving what matters, anywhere in the world.





Additional School Benefits/Resources

Professional Developement

Professional Development

- The school maintains a strong commitment to Professional Development.
- All staff members are encouraged to apply and attend the most appropriate courses, conventions, workshops, further education, etc. related to their position, organised both internally and world-wide.
- There is a Professional Development Committee with members representing Upper and Lower School faculty as well as support staff to review and approve the disbursement of the Professional Development funding. The yearly funding is 1.8% of the payroll costs and is guaranteed within the Collective Bargaining Agreement.
- Each school year two school days are completely dedicated to internal professional development. These two days staff members have the opportunity

to participate in a wide range of different activities and workshops.

- We also support integration into the local community through funding and organising of language courses for staff members, either traditional classroom-based, one-on-one or through on-line learning platform.

Child Protection

- The safety of our students is very important, we want to make sure that they feel safe at school at all time. Regular Child protection, first aid, evacuation warden trainings are organised at ISL to support Child Protection.

Anniversary Awards

- After a teacher has worked at ISL for 10 years (and then 15, 20, 25, 30, 35 years) they receive a voucher with an amount of money, where they then get to choose what they would like to buy themselves. This is gifted to the teacher as a thank you for their hard work and the amount of time they have spent at the school.

Well-Being

- ISL is committed to providing a healthy and safe school environment for staff as well as for students. The emphasis is on prevention, early intervention and remedy of health problems. ISL allows and encourages staff to use the services provided by the school nurses, personal counsellors and various other health specialists who are on staff.
- ISL also promotes healthy nutritional choices through the food presented in the cafeteria, offered at school events, or sold in the various vending machines.
- ISL endeavours to provide staff with opportunities which promote an awareness of healthy lifestyles. To this end the school takes initiatives such as the organisation of sports or other health-related activities on campus such as: fitness classes, staff sports groups, use of the campus swimming pool and fitness facilities, tai chi or yoga classes, and use of the school's fitness room. As well as other initiatives ranging from sharing personal wellness ideas to bringing in external health professionals.
- ISL organizes trainings for staff such as: positive peer coaching, Mental Health first aid or awareness.
- ISL offers a 24 hours external support line for emotional support and counselling.
- ISL sponsors activities in Luxembourg and surrounding using an e-platform, or staff.

Access to Campus

Facilities

- ISL employees have access to various campus facilities. The school highly supports the organisation of sports or other health-related activities on campus such as: fitness classes, staff sports groups, use of the campus swimming pool and fitness facilities, tai chi or yoga classes, and use of the school's fitness room.

Free Parking

- ISL has free parking in garages and outside on its school premises. The parking garage outside the Upper School, ISL shares with the other schools on the campus. By the Hillside and Lower School building they have a garage as well which is only for ISL staff. Access to the parking garages requires an entrance card, as it is locked for the public and only available for staff.
- Across the school there is the big Bouillon P+R (Park and Ride) parking. It is open every day for everyone and you can park there 24hrs for free.

ICT devices/tools used at School

- ISL uses a few different ICT tools/programs to keep everything organised for the employees, parents, and students to access what they need.

ISL Mailing System

- ISL uses Outlook 365 to communicate amongst staff and students through official notices. Once you have your ISL email account, you will definitely want to regularly log-in and use it to communicate with new colleagues, read about what is going on in the school and most especially to "shop" through the "Faculty Information Exchange" for items (furniture, cars, apartments for rent, etc).

myISL Staff Portal

- ISL's Staff Portal (intranet) provides messages and content for and from all sections of the school. This user friendly platform merges in one shared place, various information and news, the information being filtered in accordance with the individual's need and section of the school. For instance, you will be able to access specific blogs or quick links and all school information will appear on all homepages.

ISL's teaching resources

Collaboration between Teachers and Students

- Schoology - Learning Management System
- Seesaw - Student Portfolio (Lower School)
- Toddle - Learning Management System

Communication with Parents

- iSams - Student Information System
- MyISL Parent portal

Collaboration between Teachers and Leadership

- Rubicon Atlas - Curriculum design



The Benefits of Luxembourg

Free Transport

- Public transport is free and works well in a timely manner in Luxembourg. There is a wide number of bus lines and train connections that connect towns to the city centre.
- You will find all related information to public transport in Luxembourg on the website: <http://www.mobiliteit.lu/en/>

Health Care

- All residents and cross borders workers have access to the free public healthcare system in Luxembourg. There is an abundance of medical and emergency facilities available in the country and nearby in bordering countries.
- National Health Insurance
All ISL employees must be enrolled, by law, in the Caisse Nationale de Santé (“CNS”) which includes the national health insurance and the national pension insurance.
- Employees are highly covered by the health care plan for most medical, dental, hospital, and surgical costs, including consultations with physicians, eyeglasses, and the cost of prescriptions.
- Luxembourg offers an excellent national health programme and it covers your spouse and children, including dependent children at college abroad (if they comply with the requirements).

Subsidised Creches

- There are different options for childcare in Luxembourg: private or public, French speaking or English speaking, etc.
- You can find general information in English in the following link:
- <https://guichet.public.lu/en/citoyens/inclusion/famille-education/parents/garde-structure-accueil.html>
- To reduce your child care fees, you can apply for “Cheque-Service” cards which are childcare service subsidies. . These work in public and private day care centres.

Child Allowance

- Luxembourg provides generous allowances to resident families with dependent children. These allowances are paid directly to the family after the appropriate application form and supporting documents have been submitted to the Ministry of the Family.
- The monthly rate was set by the Luxembourg government on 1 September 2023 at EUR 299.86 per child. An additional EUR 22.67 will be paid each month to parents of children older than 6 years and an additional EUR 56.57 will be paid each month to parents of children older than 12 years of age until they are 18 years old.
- For further information about these different family benefits, you can visit cae.public.lu/en/

Housing Market

Housing costs

- At the moment, monthly rents in Luxembourg City range from about EUR 900+ for an unfurnished studio apartment to EUR 4,500+ for a four-bedroom house.
- Please keep in mind that prices outside the city will be lower, in this case you will need to invest in a car or be prepared to take public transportation.
- Where to rent
The school is located on the south-western edge of the city, between two very nice residential neighbourhoods: “Merl” and “Belair”.

[Athome.lu](https://athome.lu)

This site is a great place to get a feel for the rental market.

[Immotop.lu](https://immotop.lu)

This is also a good overview of listings from both private owners and agencies.

Want to share?

If you come as single and do not wish to live on your own, or not sure where to live in Luxembourg at first, sharing a flat with other similar professional workers can be a good temporary solution, at a reasonable price.

You can check : [Airbnb.com](https://airbnb.com), appartager.lu, furnished.lu, etc.

Maternity/Parental Leave

- In Luxembourg the maternity leave starts 8 weeks

before the expected date of delivery and then continues for 12 weeks after the actual date of delivery. During maternity leave the pregnant woman who is employed will receive an allowance from the CNS.

- The father of the child is entitled to 10 days of extraordinary leave for reasons of childbirth.

Parental Leave

- In Luxembourg we are very fortunate that both parents have the possibility to take a parental leave per child. The parental leave allows parents to take a break from work and spend time with their child to help them grow up.
- The parent will be paid an allowance as a replacement income during their parental leave. The full-time parental leave is four to six months per child.

<https://cae.public.lu/en/conge-parental/informations-generales.html>

State Pension

- All ISL employees must, by law, be enrolled in the Caisse des Pensions (“CP”). A deduction (8%) from the employee’s gross salary is made each month for payment into the CP and is matched by an equal contribution from the school and from the Luxembourg government. These contributions will, in the manner prescribed by Luxembourg law, entitle employees to a pension upon retirement

