

Recruitment package Secondary School

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 935 staff at our eight schools provide innovative quality education to more than 6500 students with a focus on global citizenship.

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) and Diploma Programme (DP) and are results at both MYP and DP are above the world average. The Secondary School is also accredited by the Council of International Schools (CIS).



About the school

Learning is the Heart of The International School of The Hague

ISH encompasses a Primary and Secondary school for students from 4 - 18 years of age and is truly international with more than 80 nationalities amongst the student body. The Secondary School follows the International Baccalaureate Middle Years (MYP) and Diploma Programme (DP).

We aim to develop in all of our young people the capacity for life-long learning by providing a holistic education that focusses 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.

ISH Secondary School is an IB World School accredited by the CIS. Our MYP and DP results are consistently above the world average, despite the fact that we are an inclusive non-selective school.

Due to our success, we are a growing school with close to 1800 students across Primary and Secondary. We are currently building a new Primary wing for the 2018 - 2019 academic year. Despite our growth, we always remember that our commitment is to providing the highest standards for our students and remember our vision that "Learning is the Heart of the International School of The Hague".

Living in The Hague

The Hague is a beautiful city located behind the sand dunes and adjacent to miles of clean and attractive beaches. It is still 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 squares where one can sit out and enjoy a coffee or a beer. It has beautiful architecture, numerous canals and an excellent public transport system. In fact, it is very easy to live here without a car (most of our staff do). Many staff cycle to school and, throughout The Netherlands, there are extensive cycling routes to explore. One of the particular pleasures of living in The Hague is the opportunity to cycle through the sand dunes alongside the beach. 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 facts about The Hague:

- 520,000 residents;
- 220,000 houses;
- 11 km of coastline;
- surface area of close to 100 km² – approximately 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 organisations.

Child Safeguarding

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 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. The original certificate of good conduct needs to be submitted to the HR department in time and within the deadlines given by Dienst Justis. This procedure will be explained in further detail by your HR contact person together with others terms and conditions of your employment. Needless to say, Rijnlands will reimburse all costs in relation to the above.

Qualifications required

Our requirement is for experienced teachers, with academic and teaching qualifications, and an international background. It is expected that teachers will have taught outside the Netherlands. The main criteria for selection, therefore, are;

- university degree and teaching qualification that is recognised by the Dutch DUO,
- successful classroom teaching experience,
- knowledge of international curricula desirable,
- international teaching experience/teaching outside the Netherlands (apart from Dutch department posts),
- English to native or near native speaker level.

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.

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. You can examine the [Secondary Education CLA](#) on the website of the Secondary Education Council. The CLA is only available in digital form and in Dutch (in Dutch CAO).

Attractive package of terms and conditions of employment:

Besides a meaningful job, Rijnlands offers attractive terms and conditions of employment within the possibilities offered by the secondary education collective labour agreements. This includes:

1. Salary

- 8% holiday allowance (paid out in May)
- a year-end bonus (7,4%, paid out in December)
- an extra year-end bonus for educational support staff (paid out in December),

- a contribution towards travel expenses and the ABP pension scheme.

The holiday allowance and the year-end bonus are both payments based on a whole year in service. They will be reduced proportionately if staff have worked less than a whole year. So, when calculating salary, one can almost base the calculation on 14 months instead of 12.

2. Relocation Budget

All new staff from moving to the Netherlands are entitled to the following relocation compensations:

- a tax-free allowance of € 2,500.00 for transport and removal costs, to be claimed back on submission of receipts;
- a tax-free allowance of a minimum of € 1,820 and a maximum of € 5,445 for all other expenses resulting from the relocation, fixed at 12% of the annual salary;
If you and your partner are entitled to the removal costs (bullet 1 and 2), then each receive only half of these amounts.
- **Repayment**
As the removal costs (bullet 1 and 2) come from a state sponsored fund, a proportion of this amount (pro rata) will have to be paid back if the employee leaves the school or the Rijnlands Lyceum Foundation within three years. If you and your partner are entitled to the removal costs, then each receive only half of these amounts.
- a maximum of € 1,400 net worth of hotel and/or accommodation, to be claimed back on submission of receipts.
- 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.
- [Application 30% ruling](#); HR will apply for the 30% ruling for all members of staff. If you come to work in the Netherlands, staff are possibly confronted with extra costs, so-called [extraterritorial costs](#). As your employer we may provide staff with 30% of your wage, including reimbursement, tax-free. This facility is known as the 30%-facility. The 30% ruling can be granted by the Dutch Tax Service when staff meets all conditions required;
- [Dutch Tax application Support](#) (1st year). Rijnlands has an agreement with Blue Umbrella, they will help with the tax refund for all new staff. Rijnlands will pay for all costs.
- [OV Chip card](#): with an OV chip card you can travel within the Netherlands by train, bus, metro. Shortly after your arrival one of our HR representatives will provided you with an OV Chip-card allowing you to use the local public transporation. We will upload the money to this card the first time.
- School Buddy system

3. School Fees

Staff who apply from overseas and qualify for the 30% tax ruling will have up to 2 children per family paid by the school. Any staff who do not qualify for the 30% are unfortunately not entitled to this due to Dutch tax law.

4. Professional staff 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.

5. Additional attractive tax benefits and the cafeteria scheme

All staff are given a number of options for tax benefits regarding trade union dues, the costs of sports (fitness) membership fees, the purchase of a bicycle (for commuting purposes) and a travel allowance (cafeteria scheme). In addition, Rijnlands staff receive discounts on various insurance policies.

Rijnlands staff may participate in the “cafeteria scheme”. The scheme offers staff a tax benefit (within tax legislation) since part of gross earnings can be used as a tax-free allowance. This means that when participating in one of the options provided for in this scheme, taxed salary is converted into a tax-free allowance. The allowance is paid net to the staff.

The cafeteria scheme consists of four possibilities. There are four tax-exchange options:

1. **Tax benefit scheme** (*for commuting expenses*)
2. **Trade union benefit** (*dues for one trade union membership*)
3. **Bicycle scheme** (*costs for purchase of a bicycle for commuting*)
4. **Sports scheme** (*costs of one sports/fitness membership*)

Scheme 1: Tax benefit on travel allowance

Rijnlands gives staff the opportunity to exchange gross salary components for a net travel allowance. This means that you can enjoy both a tax advantage in December and receive a net travel allowance. The greater the commuting distance, the greater your benefit. You automatically participate in this tax scheme unless you specifically indicate that you object to this.

Please note: participation in this tax scheme may have consequences for benefits by virtue of the Unemployment Act or Sickness Benefits Act. During the interview covering the terms and conditions of employment you must make known that you do not wish to participate in this tax arrangement. You can find the amount of the relevant allowance on your payslip for December.

Scheme 2: Trade union membership dues

The costs of your trade union dues are eligible for reimbursement. You can set-off the costs of your trade union dues against your gross holiday allowance or year-end bonus. With this tax-free allowance, gross income is converted into a net allowance and you benefit from a tax advantage. Not all costs are reimbursed therefore. You must submit the completed and signed form to the HR department each year before 1 November.

Scheme 3: Bicycle plan

To encourage commuting by bicycle, Rijnlands offers the possibility of purchasing a bicycle with a tax advantage. The advantage of a new bicycle is dependent upon income. The average advantage amounts to 42% of the acquisition cost of the bicycle and can rise to 52%. You can purchase a bicycle on favourable terms up to an amount of €1,250 (once every five years). You must request permission from school management *in advance*. For more information, please refer to the [SRL bicycle scheme](#) (intranet). If you have any further questions, please consult your HR contact person.

Scheme 4) The sports scheme

The sport schema is intended to encourage Rijnlands staff to remain healthy and full of vitality by actively moving. With the sports scheme, you can purchase one sports membership with a tax advantage. This concerns organisations that offer a sport as referred to in Article 1.2 of the scheme. The maximum allowance amounts to € 22.50 per month and € 270 on an annual basis. The purchase

of the sports subscription is eligible for this rule once every 12 months. The payment of the sports subscription can take place with effect from 1 January 2017.

In addition, there are several other conditions of employment:

◆ **Travel expenses**

Within Rijnlands every member of staff is entitled to an allowance for commuting costs, a relocation expense allowance and an allowance for travel and accommodation expenses incurred on behalf of the employer. More information about these allowances can be found in the primary and secondary education collective labour agreements and in the relocation expenses allowance guidelines (intranet).

◆ **Individual Basic Budget - CLA for secondary education**

In accordance with the CLA for secondary education, every member of staff has an Individual Basic Budget of 50 hours per year in the case of a full-time contract of employment. Staff may choose annually how they want to use these hours. Options include payment, saving, standard annual reduction of duties, leave, sustainable employability. Staff who have an appointment for cover teaching are paid these hours on a monthly basis. The various options are outlined in the Individual Basic Budget form. Your HR contact person will explain the various options in more detail during the interview covering the terms and conditions of employment.

◆ **Collective/group occupational disability insurance IPAP (Loyalis)**

Rijnlands wishes to conclude a very favourable group occupational disability insurance, in order to help you minimise the financial consequences of incapacity for work. You can decide for yourself whether you want to participate in this insurance. If you participate in this group insurance, you opt for income security for a low contribution. The age-independent IPAP contribution is deducted monthly from your salary. The contribution depends upon your income.

If you do *not* wish to participate, you must complete, sign and send the waiver form. The form is available on intranet or via your HR contact person.

On the [Loyalis](http://www.loyalis.nl) site (www.loyalis.nl) you can find more information about the IPAP insurance and you can calculate your personal risks based on your income. The contributions shown there will be significantly higher than the contributions that apply to our group scheme.

◆ **Discounts on various insurance policies**

Medical Insurance

In The Netherlands, it is compulsory to buy basic medical insurance for approximately € 100 per month per adult – for children younger than 18 years old this insurance is free of charge. Additional insurance can be purchased according to individual needs and requirements, but whatever is purchased for adults, the same cover is provided for children under 18 free of charge. As a member of staff you will receive discounts on your health insurance.



Zorg en Zekerheid is the Rijnlands collective health care insurer.

Employees receive 10% discount on the basic insurance and 8% on the supplementary insurance and a further 3% discount on the supplementary insurance if you arrange your insurance online. This discount also applies to your family members! You can take out your new healthcare insurance [HERE](#), the collective insurance code for international employees: **23110**.



Zilveren Kruis Achmea gives everyone working in education a large discount on healthcare insurance. You receive 10% discount on the basic insurance and 15% discount on all supplementary insurance and dental insurance. You can easily calculate your contribution on www.zk.nl/rijnlandslyceum. There you will also find all the information about the reimbursements. The group insurance contract number is **207082858**



Rijnlands staff can take out attractive group insurance policies via **AON**. You will receive a group benefit on all contributions for all insurance (including healthcare, car, motorcycle, legal aid, home contents, accident, liability insurance).

For more information and to immediately take out insurance online: www.viamijnwerk.nl. Employer name: Stichting Het Rijnlands Lyceum

The information is also available in English:

<https://www.viamijnwerk.nl/information-in-english>



ABP Pension scheme: The Rijnlands Lyceum Foundation has a compulsory pension scheme operated by ABP. You can find more information (in English) at the AVB website:

<https://www.abp.nl/english/>.

Questions?

If you have any further questions, please contact your HR contact person.

Secondary:

Llywela van der Stam | [071-5730911](tel:071-5730911) | l.vanderstam@ishthehague.nl

Please visit our website: www.ishtehague.nl|

Map and route

See [map and route](#)

Get social with ISH:

