

Careers Coordinator (0.8 - 1.0FTE)

The International School of The Hague is a highly successful, innovative and dynamic school located in a state-of-the-art building in an area of natural beauty in the city of The Hague in The Netherlands. The school is made up of a Primary School and a Secondary school, each receiving government funding as well as private fees as Dutch International Schools. The two schools work together as one school with a shared vision and mission as part of the *Rijnlands Lyceum* foundation. The whole school currently has around 2000 students (1400 in Secondary) with over 100 nationalities taught by teachers from around the world.

At ISH we **inspire personal excellence** by encouraging our students to be **curious, connected and compassionate**. We use student-led inquiry to develop **curiosity** in authentic and challenging contexts. Students learn to apply their knowledge and skills to deepen conceptual, disciplinary and interdisciplinary understanding by making effective **connections** with other people and their ideas. Our students learn how to become **compassionate** and proactive global citizens through collaborative projects both in, and beyond, the classroom.

Currently, we have a vacancy at ISH Secondary School:

Careers Coordinator (0.8 - 1.0 FTE)

Start date: as soon as possible

We are looking for a compassionate, organised and resilient Careers Coordinator to lead the Careers Team (on either a part-time or a full-time basis) as soon as possible. The Team, consisting of the Careers Coordinator and two Careers Counsellors, provides guidance and support for students from Years 9-13. The Team provides general and personalised support for the whole school community in terms of decision-making around subject choices, tertiary education and the world of work. Students are supported and encouraged to be independent and proactive about making connections between their interests and the world of study and work.

The Careers Coordinator:

- Leads the Careers Team in the effective delivery of the careers provision to the school community (including students, parents, mentors and other staff);
- Leads on the regular review and continual development of the careers provision at ISH;
- Is responsible for assisting students in the application process for Universities, Universities of Applied Sciences and other institutes of tertiary education;
- Collaborates effectively with the pastoral team at the ISH as well as working with students, parents/guardians and representatives from relevant educational institutions;
- Maintains accurate records to support and track the process of university applications;
- Provides relevant workshops/ presentations for students, staff and parents and works collaboratively with the mentor programme coordinators to develop relevant aspects of the mentor programme.

A full description of the role is available in the document "[Roles and Responsibilities](#)".

Candidate Profile

The ideal candidate will be:

- Internationally-minded
- Innovative and committed to learning
- Inspiring, engaging and empowering
- An excellent team player both within the department and across the school, willing to work collaboratively and support the ongoing development of the Careers department and the whole school
- Proactive and have an enthusiastic approach
- Flexible and have the desire to be a part of a dynamic school community
- A role model for the ISH Community Profile

Qualifications and experience:

Essential

- Experience in advising students (preferably on university admissions and future career paths)
- An excellent communicator who can work closely with students, parents and university admissions officers in oral and written form
- An excellent team player as well as able to lead the Careers Team
- Highly organised approach and excellent time management to manage a range of competing demands, including different university systems with a range of different stakeholders
- Fluency in both spoken and written English
- A Bachelor's degree in Counseling or a related field

Preferred

- Up to date knowledge of range of university admissions procedures from different countries
- Experience with applications to Dutch universities/ Higher Education
- Teaching qualifications and experience - the successful candidate will run workshops for our students
- Experience in international schools and working with different cultures
- Confident with IT skills and willingness to learn and work with current school systems
- Knowledge of International Baccalaureate Middle Years Programme/ Diploma Programme/ Careers Related Programme
- A good understanding of Dutch
- Applicants who have the right to work in The Netherlands, independent of employment status

We offer

- We offer a unique opportunity at an exciting time in the development of this highly-regarded international school. The contract of employment will initially be for one year, with a view to a permanent contract if all the conditions are met.
- The position is based on the Dutch Collective Labour Agreement (CAO VO) for Secondary Education, scale 11. Based on a 1.0 FTE contract, the salary will be between €3.186 - €5.862 gross per month (fulltime) - the step in this scale depends on relevant background and experience.
- The position is based on 40 hours per week i.e. full-time (1.0 FTE).

- Other benefits include the 8% holiday allowance, a year-end bonus of 8.33%, an extra year-end bonus for educational support staff, a contribution towards travel expenses and the ABP pension scheme.
- 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, as well as a collective disability insurance from Loyalis.
- We strongly encourage and support professional development opportunities for all of our staff and therefore offer an annual budget for personal development.
- Individual Choice Budget of 90 hours per year (pro rata employment).
- A total of 426 vacation hours (53 days) per year based on a 40-hour work week (generally recognized public holidays are included in the total vacation leave). School holidays are followed by all personnel, but it may be necessary to be present during school holidays to oversee certain activities.

Start Date:

- The appointed person will start on as soon as possible.

Procedure:

- You are invited to express your interest by submitting your application form, motivation letter and CV (**all in English**) - incomplete applications may not be considered. Please complete the TES application form to the best of your ability. As this is a non-teaching position, you are not required to fill out the sections pertaining to teaching experience, qualifications, or any other details specifically related to teaching. Instead, please focus your attention on the sections that reflect your qualifications and experience that are relevant to the position you are applying for.
- Please visit our [school website](#) for more information on our application process, child safeguarding, reference requirements, Recruitment Package, FAQs etc.
- Deadline for Applications: **Monday, 4 March 2024**. Short listed candidates will be interviewed **as soon as possible**. Please note that the school reserves the right to interview suitable applicants early and appoint a successful candidate prior to the deadline. In case of equal suitability, internal candidates are preferred.
- If you have any questions, please don't hesitate to contact the ISH Secondary Recruitment Office on secondaryrecruitment@ishthehague.nl before the deadline.
- Please visit our school website for more specific information about our school and our mission, vision and values: www.ishthehague.nl

Safeguarding

The International School of the Hague is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned to 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. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

To this end, the leadership team is required to conduct an oral reference check by directly contacting the current or previous employer.

Furthermore, those who are appointed at The International School of The Hague are required to obtain a Certificate of Good Conduct (in Dutch: VOG). Appointment with The Rijnlands Lyceum Foundation takes place on condition that the successful candidate obtains a VOG. Needless to say, Rijnlands will reimburse all costs in relation thereto.

Additional details

The Rijnlands Lyceum Recruitment Code is applicable and can be obtained via the above email address or the [website](#).

Please refrain from placing this advert on recruiting websites without our permission or using it for acquisition purposes.