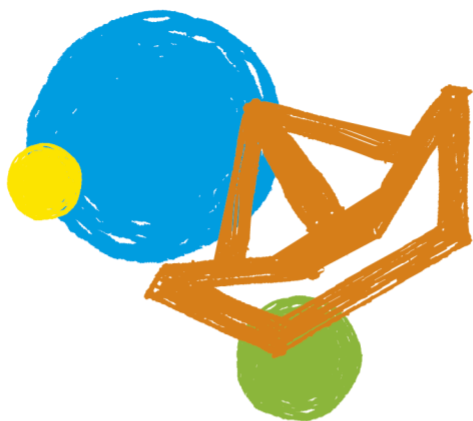




# Recruitment policy

2024-2025



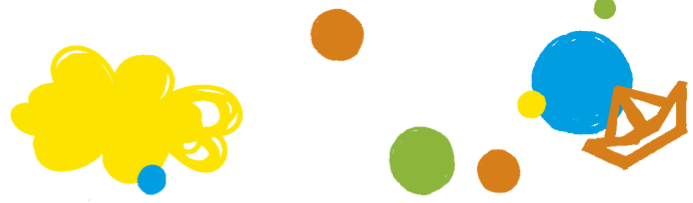
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## INTRODUCTION

Optimist International School (OIS) offers primary education within an English-speaking environment, embedded in a Dutch context. OIS offers primary education subject to the stipulation of Dutch Employment legislation. We welcome applications from applicants from all over the world.

Optimist International School (OIS) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. OIS is also committed to providing a supportive and flexible working environment to all its members of staff. OIS recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

## OUR AIMS

Following our school vision to:

- ✓ *Have an inquisitive mind.*
- ✓ *We are communicative and collaborative learners.*
- ✓ *We are internationally minded.*

More can be found at <https://www.optimist-international-school.nl/about-optimist-international-school/our-mission-and-vision/>

- \* to sustain a friendly, safe, and interesting environment that stimulates and encourages the fascination of learning.
- \* treat everyone in our school community as an individual, valuing their contributions and accomplishments.
- \* develop good home-school partnership and together improve the quality of learning.
- \* ensure that our children follow a well-planned and stimulating programme of study, with a wide variety of learning opportunities, that increases knowledge and promotes understanding.
- \* work with the children to attain the high standards that we expect from them in all aspects of life in school.
- \* help the children develop a sense of right and wrong as the foundation for relationships, alongside consideration of the rights, feelings, and well-being of all others.

## GENERAL RECRUITMENT

At Optimist International School our recruitment policy has the following aims:

- \* to ensure that the best possible staff are recruited based on their merits, abilities, and suitability for the position.
- \* to ensure that all job applicants are considered equally and consistently.
- \* to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex, or sexual orientation, marital or civil partner status, disability, or age.
- \* to ensure compliance with all relevant legislation, taking note of the recommendations and guidelines of the Dutch Labour Agreement for Primary Education (CAO-PO)
- \* to ensure that OIS meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

## RECRUITMENT & SELECTION PROCESS

- \* All applicants for employment will be required to submit a curriculum vitae and a letter of application, which should include their academic and employment history and their suitability for the role.
- \* Applicants may initially be invited to a zoom or Google Meet on-line interview.
- \* Following this, applicants may be invited for interview in person.
- \* We will provide a job description for the role applied for and OIS' Child Protection Policy statement, forming part of our Safety Policy both of which are available to download from OIS's website at: [www.optimist-international-school.nl/downloads](http://www.optimist-international-school.nl/downloads)
- \* at the formal interview, his / her relevant skills and experience will be discussed in more detail.
- \* If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:
  - \* the agreement of a mutually acceptable start date and the signing of a contract incorporating standard terms and conditions of employment of Stichting Openbaar Primair Onderwijs Haarlemmermeer.
  - \* verification of the applicant's identity (where that has not previously been verified).



- \* the receipt of references (one of which must be from the applicant's most recent employer, or educating institution if this is the first employment, at the discretion of the HR Manager.
- \* an original copy of a certificate of Good Conduct (VOG (Verklaring Omtrent het Gedrag))
- \* verification of the applicant's right to work in The Netherlands.
- \* any further checks which are necessary because of the applicant having lived or worked outside of the European Union.
- \* verification of professional qualifications which OIS deems a requirement for the post, or which the applicant otherwise cites in support of their application.
- \* The successful applicant is asked to provide information relating to whether they have ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded, or malicious.

## QUALIFICATIONS

### For Teachers

- \* A bachelor's or master's degree in English Language or related field.
- \* An official teaching qualification such as a bachelor's or master's degree in education, Postgraduate Diploma or Certificate in Education etc.
- \* Primary or Early Years qualification
- \* Your qualifications must be recognised by the standard requirements of the Dutch Education Authorities (DUO)
- \* Teaching qualification must be officially recognised by your Country of education or as declared by Nuffic

## LANGUAGE CAPABILITIES

The issue of proficiency is always at the forefront for English language teachers. Applicants need a certain level of proficiency in the language to teach it so it can serve as a model for our students and provide them with valuable language input that can help them learn.

Language skills include reading, writing, listening, and speaking. As a reference, we expect our teachers to be at CEFR: C1 – C2 level. Assessment may be required before appointment.

## MEDICAL FITNESS

The successful applicant will be asked to complete a Health Questionnaire. This information will be reviewed against the Job Description for the role, together with details of any other physical or mental requirements of the role i.e., proposed timetable, extra-curricular activities etc.

- \* OIS may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.
- \* Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role.

## PRE-EMPLOYMENT CHECKS

OIS will carry out pre-employment checks in respect of all prospective employees.

- \* Verification of identity and address - All applicants who are offered a position will be required to provide evidence of identity (current passport or Dutch ID card), proof of their right to work in The Netherlands, their home address, and qualifications; original documents confirming any educational and professional qualifications referred to in their application form.
- \* Where an applicant claims to have changed his / her name by deed poll or any other means (e.g., marriage, adoption, statutory declaration) he / she will be required to provide documentary evidence of the change.
- \* Potential employees will be asked to provide further details of any unexplained discrepancies in the employment and education history of all applicants.
- \* OIS is an equal opportunities employer; we do not discriminate on the grounds of age.

## REFERENCES

- \* References will be taken up on a short-listed candidate.
- \* All offers of employment will be subject to the receipt of two references that are considered satisfactory by The HR Manager. One of the references must be from the applicant's current or most recent employer or educational institution.
- \* If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children.

- \* References should not be from a relative or someone known to the applicant solely as a friend.
- \* All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.
- \* OIS will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials unless substantiated by other checks.
- \* OIS will compare all references with any information given in the curriculum vitae and letter of application.
- \* Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

## CRIMINAL RECORD DISCLOSURES AND CHECKS

- \* Due to the nature of the work, OIS requires a criminal record check in respect of all prospective staff members and volunteers. This will be in the form of a Verklaring omtrent het Gedrag (VOG) and will be applied for by SOPOH and agreed by the potential employee. No period of employment or induction will be conducted without this document.
- \* A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct.

## HUMAN RESOURCE CONDUCT

- \* All matters relating to employment law within OIS can be found in the Dutch Employment Law relating to CAO-PO.
- \* Candidates will usually be invited to two interviews, at least one will be conducted with a qualified Human Resource professional.
- \* All new employees will have an induction programme upon commencement of their employment, some of which will be carried out with the HR Manager and the Leader of Learning or School Director.
- \* New employees will also spend time with the IT specialist in training and ensuring access to school systems and programmes.

## QUESTIONS AND FEEDBACK

- \* Optimist International School (OIS) will provide feedback to candidates who request it. This feedback is given in good faith and based upon the experience of the interviewer during the time of the interview and upon the qualification of the candidate in respect of the position in which they have applied.
- \* Feedback is not in the form of criticism; personal content and it is not open for further discussion or negotiation.

## ADDITIONAL INFORMATION

### Privacy, photography, and publicity

It is the practice of OIS to show photographs of school premises, staff, and activities on its website and in other online school publications. These may also include press releases and advertising. Should you not wish to appear in any such material, please state this on commencement of employment or directly to the HR Manager.

### GDPR

A general awareness regarding the General Data Protection Regulations (GDPR) requirements for data protection across The EU is everyone's concern. At OIS we are working with our own school Board; Stichting Openbaar Primair Onderwijs Haarlemmermeer (SOPOH) and external service providers who offer and support our school operating systems to ensure that the privacy and security of your personal data is correct and within the confines of the GDPR regulations.