

**Working for Jersey  
Recruitment Information**

**POST:** Primary Headteacher of De La Salle College

**HOURS OF WORK:** Full time

**CLOSING DATE:** Noon 26<sup>th</sup> March 2010

**DATES** Interviews will take place in Jersey during the week commencing 19<sup>th</sup> April 2010

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Thank you for your interest in this vacancy.

For an informal discussion about the post please contact: Mr Jason Turner, Head of College, on 01534 754112 email: [j.turner@delasalle.ac.je](mailto:j.turner@delasalle.ac.je)

Completed application forms should be sent or emailed to:

Karen Wall  
PA to Head of College  
De La Salle College  
Wellington Road  
St Saviour  
Jersey  
Channel Islands  
JE2 7TH

E: [secondary.admin@delasalle.ac.je](mailto:secondary.admin@delasalle.ac.je)  
T: 01534 754112

## **Welcome**

Dear Applicant

Thank you for your response to our advertisement for the position as Primary Headteacher. We are delighted that you have shown interest and hope you will feel able to apply.

Please find enclosed

1. An application form
2. An information pack
3. Person specification
4. A Primary School Prospectus

In addition to providing information about this post (2 above), this booklet contains information about the Island of Jersey, housing, income tax, health and social security and terms and conditions of employment. Full details of the school are also available online at [www.delasalle.ac.je](http://www.delasalle.ac.je)

In accordance with the employment policies of the States of Jersey, it is our usual practice to employ people who have been continuously resident in the Island for at least 5 years. However an exception has been made for this post and applications have been invited from outside the Island.

Our employment policy is restricted by the need to limit population growth. This has resulted in legislation which controls both the purchase and occupation of houses by categorising accommodation and specifying requirements for residential status.

If you are successful in your application you will attract "J Category" status, which means you gain residential status, as an essential employee. After 10 years continuous essentially employed status you will gain residential status in your own right.

We look forward to hearing from you.

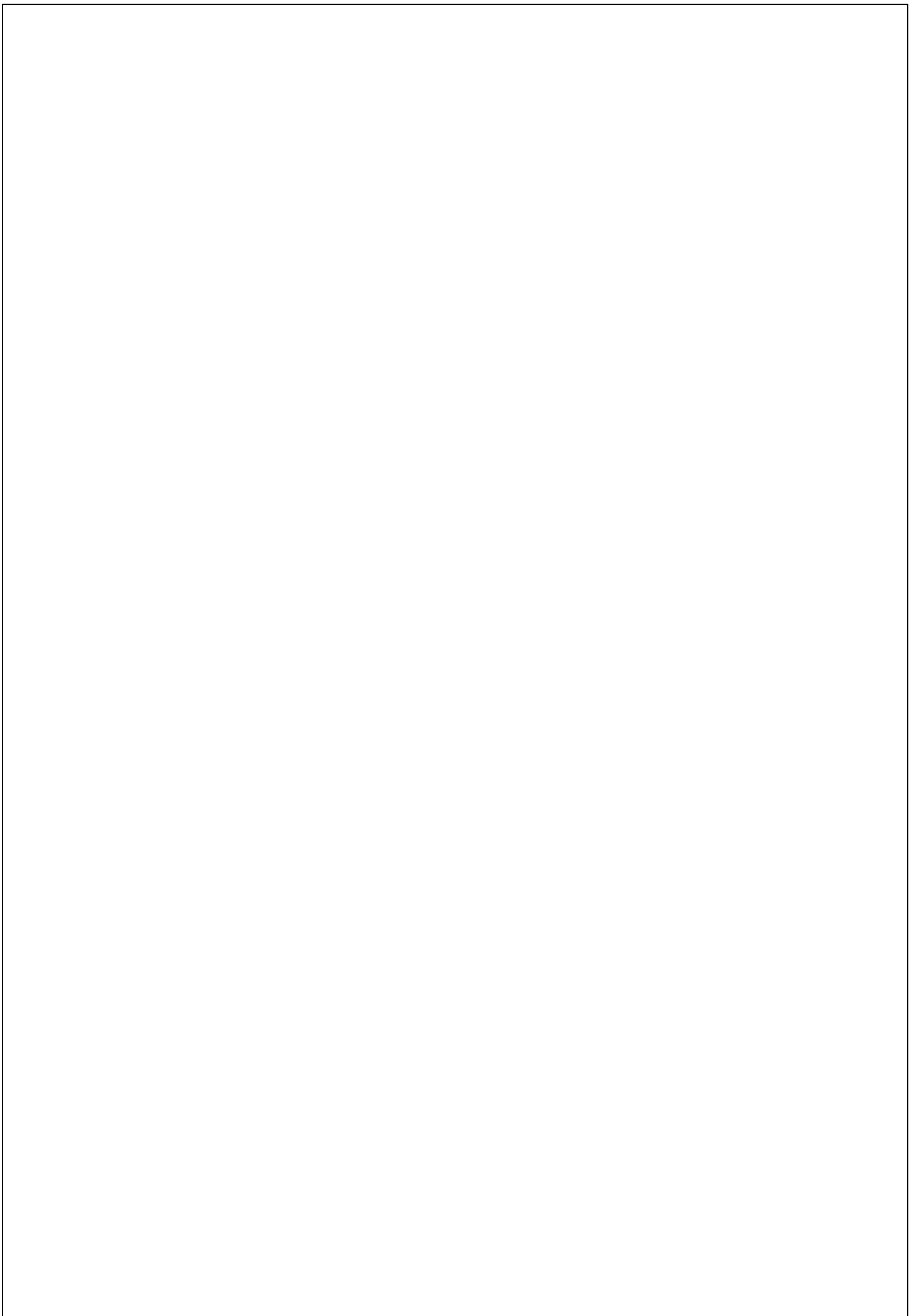
Yours faithfully

**N Santos-Costa**  
**Chair of Governors.**

### **Travel Arrangements - Interviews**

We would like shortlisted candidates to book and pay for their own flights and we will reimburse all receipted costs, including cost of travel to airport, car parking at airport, and incidental meals (excluding alcoholic beverages). Whilst we will pay against receipted expenses for meals, a guideline is that we would normally expect to reimburse up to £10 for breakfast and/or lunch, and up to £20 for an evening meal.

As relocation to Jersey is a decision which affects the family, we will also reimburse the cost of your partner/spouse to come over and look around Jersey during the interview process.



**Principal Terms and Conditions of Service:  
Primary Headteacher – De La Salle College**

**CONTRACT STATUS**

This is a permanent appointment.

**CONTRACTUAL HOURS**

This is a full time post.

**PENSION**

You will be required to join the Jersey Teachers Superannuation Scheme.

If offered this post you may wish to discuss your personal circumstances with our Pensions Department who would be happy to provide advice on a confidential basis. (Telephone 01534 449252)

**RELOCATION TO JERSEY**

The successful candidate will be required to relocate to Jersey and to make their permanent home in Jersey.

**RELOCATION EXPENSES**

Relocation expenses will be reimbursed.

**POLICE RECORD CLEARANCE**

The appointment is subject to receipt of satisfactory Police Record clearance and fit person checks.

**MEDICAL CLEARANCE**

This appointment is subject to health clearance by the Occupational Health Service, and you may be required to attend a health interview.

**REFERENCES**

This appointment is subject to the receipt of satisfactory references. We will not approach your referees without your permission.

**PROBATION PERIOD**

Headteachers in their first appointment with the are subject to a probationary period of two terms which may be extended by a further term if appropriate.

## **NOTICE PERIOD**

After the probation period, Employment may be terminated by either side on three months notice in the Autumn and Spring terms effective on 31<sup>st</sup> December and 30<sup>th</sup> April respectively, and four months notice in the Summer term effective on 31<sup>st</sup> August.

## **APPOINTMENT TERMS – ‘J’ CATEGORY STATUS**

Applications from outside the Island have been invited for this post because of the need for skills not readily available in Jersey. For residency purposes, this is categorised as being a 1.1 (J) contract, and it means that you will be able to work in Jersey without the normal 5 year residency requirement, and you will be able to purchase or rent housing in the qualified sector.

## **EMPLOYMENT OF SPOUSE OR CHILDREN**

The spouse and children under 18 (or 25 if in full time Education) of an essential employee (J category) may apply for jobs within Jersey, including the public service, provided that they are sharing accommodation with the essential employee.

## About Jersey

Jersey is the largest and most southerly of the Channel Islands, covering an area of 45 square miles and with a resident population of nearly 91,000. The nearest points of the French coast are Normandy, 14 miles to the East, and Brittany, 20 miles to the South.

Jersey is a Crown Dependency and is not part of the UK, nor is it a colony, but it owes allegiance to the British Crown. The UK is responsible for Jersey's defence and international relations. The island is not represented in the UK parliament, whose Acts only extend to Jersey if expressly agreed by the island that they should do so. Jersey is also not subject to European Union legislation.

The island is divided into twelve parishes: Grouville, St Brelade, St Clement, St Helier, St John, St Lawrence, St Martin, St Mary, Trinity, St Peter, St Ouen and St Saviour. Each parish is presided over by an elected Connétable who deals with issues relating to civil matters, and by a Rector who oversees issues relating to ecclesiastical affairs.

The legislature of the island is the 'States of Jersey' which comprises the Bailiff, who is president of the Assembly, the Lieutenant Governor, 12 Senators, 12 Connétables, 29 Deputies, the Dean of Jersey, the Attorney-General and the Solicitor General. They all have the right to speak in the Assembly, but only the elected members (Senators and Deputies) have the right to vote.

The machinery of government comprises a Council of Ministers and several Scrutiny Panels. Each of the 10 Departments has a Minister and one or more Assistant Ministers.

Jersey's principal industry is financial services. Since 1962 Jersey has become a major centre for financial services and the industry now accounts for 25% of employment and over half the Island's GDP.

For more information about the economy of Jersey, please visit the Statistic Unit website <http://www.gov.je/ChiefMinister/Statistics/>

The Statistics Unit have an informative and useful publication 'Jersey in Figures 2007' <http://www.gov.je/NR/rdonlyres/5834907F-A3C1-4D57-BBBF-7B7530A64647/0/JerseyinFigures2007.pdf>

One of the significant costs pressures in Jersey is residential accommodation. The House Price Index is on the link is below:

<http://www.gov.je/NR/rdonlyres/855F0941-20DC-4115-8EAC-CCB82330A7F8/0/HPIQ32008.pdf>

## Living in Jersey

### EDUCATION

Education in Jersey closely follows the UK system and the standard of the education is extremely high in both the public and private sectors.

There are 22 States' run Primary schools throughout the Island with compulsory education commencing during the year the child attains the age of five. Several Primary schools have nursery units and the policy is to increase this provision.

There are four non-fee paying 11-16 secondary schools and two single-sex 11-18 maintained schools, each with preparatory schools, offering places for fee payers. There is also a high school catering for the more academic pupil from the age of 14.

In addition there are a number of private schools, including two Catholic schools, which offer education at primary and secondary level.

De La Salle College offers a 10% discount on fees for boys whose parents are employed at the College.

Jersey has a College of Further Education which offers a variety of full and part-time courses of a vocational nature, together with a comprehensive selection of Adult Education classes. Local students wishing to pursue Higher Education generally enter colleges and universities in the United Kingdom, although it is now possible to study at the College of Further Education for the first year of a limited range of degree courses.

There is a range of provision for children with special needs including a purpose built special school and specialist units within schools.

Further information about education in the island is available from the Education Department; P.O. Box 142, St. Saviour, Jersey JE4 8QJ, 01534 445504. <http://www.gov.je/EducationTraining/>

### PRE-SCHOOL PROVISION

The Jersey Child Care Trust is an independent charity which promotes high quality, more accessible and affordable childcare for Jersey's children. They can provide information about the full range of pre-school provision and their website is: [www.jcct.org.je](http://www.jcct.org.je)

### SOCIAL SECURITY

Jersey's Social Security Scheme is different from the United Kingdom National Insurance Scheme in many ways. Whilst cash benefits for sickness, accidents, maternity, widowhood, old age and death are provided if monthly contributions are paid (currently 6% of earnings up to a limit which at January 2009 was £212.40 per month), Jersey has no unemployment benefit or family credit like the United Kingdom. However an income support system is in place but payment is only made to households where

there is a limited income and where the claimant has been resident in the Island for at least 5 years. Reciprocal agreements exist with the UK which allow some benefits to be claimed, notably sickness benefit and old age pensions where contributions, or residence, in either country may be taken into account. If you or any of your dependants are claiming UK benefits, it is important to check whether these benefits or their equivalent can be paid in Jersey.

## **HEALTH**

The island is justifiably proud of its excellent health service which provides a comprehensive range of sophisticated treatments locally. The Island's hospital and the health services are controlled by the Health & Social Services Department of the States of Jersey and are not part of the NHS.

Hospital treatment in the island is free as are the majority of the many clinics for outpatients, but general practitioners are private and charge for the professional services they provide.

However a contributory Health Insurance Scheme, administered by the Social Security Department, offers medical and pharmaceutical benefits after six months residency when a benefits card is required. This benefits card, entitles the insured person and their dependants to reduced fees for GPs surgery and home visits. Currently there are no charges for prescriptions issued by a GP or Hospital Consultant after six months residency.

## **GOODS & SERVICES**

Prices are broadly similar to those in the United Kingdom with certain items more highly priced (reflecting the cost of transport to Jersey) and other items being cheaper because of the absence of VAT and the low level of excise duties in the Island. A 3% Goods and Services Tax was introduced in 2008. Housing and foodstuffs are two areas where costs can be expected to be higher than in most parts of the United Kingdom.

Island residents enjoy a wide range of general services – shops, restaurants, property repairs and maintenance – many of which have been developed to cater for the demands of the tourism industry and the financial community, and which for this reason are of a range and standard beyond what one might normally expect to find in the financial community of 91,000 people.

## **LEISURE**

The Island abounds in clubs and associations dedicated to a wide diversity of sporting and recreational activities from football to motor racing, from golf to every variety of watersport imaginable.

The Island is rich in historical sites and places of interest and local residents are able to enjoy the many other attractions you would expect to find in an Island dedicated to providing memorable holidays to thousands of people every year.

For many, life in the summer means a different beach every weekend!

## Housing

Property is owned by the College and accommodation is available to the postholder.

## Expenses

### **INTERVIEW EXPENSES**

All reasonable expenses incurred in attending an interview will be met. This includes travelling by public transport, where possible, and the cost of meals (excluding alcoholic beverages) and accommodation where applicable. Receipts for all expense claims must be provided.

### **RELOCATION EXPENSES**

Expenses incurred in connection with the employee relocating to the Island will be reimbursed against receipt.

### **REPATRIATION EXPENSES**

Repatriation expenses are not included as part of the relocation expense allowance and are not available to employees employed on a permanent contract.

## Income Tax

One of the most attractive aspects of living and working in Jersey is the low rate of income tax, which is currently 20p in the pound. However, establishing residence and determining your own tax liability is a complicated process and you are advised to make early contact with the Income Tax Office if you are offered a post with the States of Jersey.

These notes have been prepared to provide general guidance to contract employees who were previously working in the UK. Detailed specific guidance should always be sought from an adviser on UK tax matters.

In order to obtain 'non-residence' for United Kingdom Tax purposes the overseas residence must be more than merely occasional - it must have a strong element of permanency. The normal requirements are as follows:-

- A definite intention to establish permanent residence outside the United Kingdom.
- The actual fulfilment of such intention.
- Normally a full tax year (6<sup>th</sup> April to the following 5<sup>th</sup> April) needs to be spent outside the United Kingdom before the individual is considered non-resident (retrospective to the date of departure). See however, the special rules for overseas employment mentioned below.

If an employee maintains a place of abode available for use in the United Kingdom, subsequent to his or her departure, he or she will be considered resident for any tax year in which he or she sets foot in the United Kingdom. However, in the case of overseas employment, all the duties of which (ignoring merely incidental duties) are performed outside the United Kingdom, special rules apply:-

- No liability to United Kingdom tax would arise in respect of income from an overseas employment earned during a 'qualifying period'.
- A 'qualifying period' is an absence from the United Kingdom of at least one year (not necessarily a tax year).
- Visits back to the United Kingdom will not destroy the 'qualifying period' providing that they do not, at any stage, exceed one-sixth of the time spent abroad and any single visit does not exceed 62 days.

In cases where:-

- A place of abode remains available for use in the United Kingdom, and
- The employee has a substantial income, from sources other than his employment, which would on its own give rise to a United Kingdom tax liability, the employee should take professional advice as to the likely UK tax consequences of a move to Jersey for a contract period.

Jersey tax arrangements are as follows:-

- The Income Tax year is the calendar year
- The standard rate of Income Tax is 20p in the pound

Jersey does not operate a PAYE system, however an income tax by instalment system (ITIS) commenced in January 2006. It is not PAYE, but a simpler, local solution that allows employers to deduct tax from your earnings towards current year's tax.

The effective rate of tax for each employee will be identified, reflecting their expected or last known level of income and Jersey tax liability. The effective rate will be a percentage figure ranging from 0 to 20, depending on individual circumstances, such as whether they are married, have children, a Jersey mortgage, etc.

On arriving in the Island you should register with the Income Tax Office to obtain an effective rate notice before you start employment. The effective rate notice should be passed to your employer in order that the correct rate of tax is deducted from your salary.

New taxpayers from 1 January 2006 will have tax deductions in year 1 to satisfy the liability arising upon year 1 earnings. After 5 years of paying tax as a new taxpayer, there will be a transition for employees who have remained in the island to move to the payment system for established taxpayers. Tax deductions from the new employee's earnings for years 6 and 7 will be at half of the usual effective rate of tax. This will enable the taxpayers to be absorbed into the mainstream tax deduction system in their 8<sup>th</sup> year of residency

All taxpayers must complete an income tax return annually and will receive a notice of assessment in September each year. Your effective rate will be communicated to you, annually before December for the calendar year ahead. It will be reviewed when your liability has been calculated following the submission of your completed tax return. Your effective rate will take into account any changes in your circumstances.

For married people deductions are made from either or both spouses dependent upon whether they are employed. The starting point is to deduct the same percentage effective rate from each spouse but married couples can seek to manage their own budget by rebalancing the effective rates between themselves with the agreement of the Comptroller

Any sum paid by an employer to or on behalf of an employee under the terms and conditions of the contract of employment is liable to be assessed for Income Tax purposes. This includes the allowances available to contract employees such as rental subsidy, subsistence etc.

The value of a benefit received by an employee as a result of their employment is also assessable for Income Tax (except for those which are specifically exempted).

Examples of "benefits in kind" include the provision for personal use of a motor car and the provision of accommodation. Detailed rules exist to compute the value of benefits.

When you leave the Island, it is likely that you will have some tax to pay. Ideally this should be paid before you go. You are advised to contact the Income Tax Office two or three months before you are due to leave, in order to gain advice on bringing your tax affairs to a conclusion. Failure to pay can have serious consequences. Some people who have not paid and not kept in touch with the Income Tax Office have found to their dismay that a court judgement against them has severely damaged their credit rating in the United Kingdom.

Details of the tax regime in Jersey can be found on the Income Tax website ([www.gov.je](http://www.gov.je)). Advice may also be sought from the Income Tax Helpdesk on 01534 440300

**Contact Details for further enquiries:  
INCOME TAX OFFICE  
PO BOX 56  
JERSEY JE4 8PF**

[jsytax@jerseymail.co.uk](mailto:jsytax@jerseymail.co.uk)