



Staffing Policy

The legal framework and documents referenced in this policy are:

Statutory Framework for the EYFS 2017 (April 2017)

The Education (Independent School Standards) Regulations 2014

Aim

Alamiyah provides a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Staff are appropriately qualified and provided with induction training and ongoing professional development.

Qualifications, Roles and Responsibilities

The Principal holds a Masters undergraduate degree and a postgraduate certificate in education for Mathematics Teaching and Qualified Teacher Status which is equivalent to an NVQ level 6 for Secondary age.

At the school the headteacher must hold a full and relevant Level 4 or 5 qualification. He/she should have at least five years' experience of working in a school or have other suitable experience. The current headteacher has a Primary PGCE in Foundation Stage and Key Stage One and an Early Years Diploma in Early Years Education at Level 4 and a Montessori Elementary Diploma. She has over 10 years teaching experience.

The school's deputy must be qualified to at least a level 3 and must be capable and qualified to take charge in the headteacher's absence. The current Deputy Manager holds CACHE NVQ level 3 and has 4 years of early years teaching experience. She has also taught Adult Education and Family Learning and is a qualified NVQ Level 2 assessor.



She also holds a Postgraduate Degree in Textile Design from the Royal College of Art.

Each member of staff has a record of training and professional development. Regular in-service training is provided to all staff - whether paid staff or volunteers. The Alamiyah School budget allocates resources to training as fundamental to our core aims and beliefs.

All our staff must have an understanding and good use of spoken and written English. In the event of hiring a specialist teacher for a foreign language who does not have good spoken language, a risk assessment will be carried out to minimise any potential dangers and procedures will be put in place to ensure the safety of all children.

Staff Induction and Appraisals

Staff induction training is provided in the first week of employment and documented. This induction includes Health and Safety training, and Procedures and Safeguarding Policy and Procedures, and operational procedures and information. Other policies and procedures will be introduced within an induction plan. Alamiyah supports the work of staff by holding regular supervision meetings and appraisals which will provide them with support and coaching to promote good practice and nurturing the interests of the children.

Alamiyah is committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice. See Staff Appraisal Policy.

Staffing Ratios

To ensure high quality care and education, staffing ratios will be kept to a minimum of 1 adult to 8 children for children aged three to five years and a minimum of 1 adult to a class of 20 for children age 6-12 years. A minimum of three members of staff will be on duty at any one time in Children's House for 3-6 years and one to two members of staff in the Elementary depending on the number of children, additional needs and the activity being undertaken.



Staff Contingency Plan

Alamiyah is aware that staff may not always be available and at times more than one member of staff may be out of school at one time. If this situation arises the following steps will be taken:

- The cover teacher will step into the classroom and take the place of the teacher absent.
- Helpers on the supply staff contact list will be contacted to work at the Alamiyah School.
- If the supply staff are not available, individuals on the ‘parents helper’ list will be contacted to step in and help.

Pay Levels and Pay Review

Alamiyah School believes that staff should be paid a living wage, therefore Alamiyah commits to paying teachers at a level which is standard for their profession and on a scale that is fair to all staff. Salaries are reviewed annually and annual pay increases are common.

This policy was adopted at a meeting at Alamiyah School

Held on:

Signed on behalf of the Alamiyah School:

Date of Next Review: July 2019