Staffing Policy

Aim

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

Senior Management: Qualifications, Roles and Responsibilities

The manager and deputy school's deputy must be qualified to at least a level 3 and must be qualified and experienced to lead and manage the setting. They require at least 2 years of experience before taking this role.

Staff: Qualified Staff in the EYFS

Staff working in the EYFS will be trained to work in the Early Years through a thorough induction and training programme. At least half of all EYFS staff will have a full and recognised Early Years qualification at a level 2 or above and at least one member of EYFS teaching staff in each Early Years class will be qualified at a level 3 or above not including the manager.

All staff working in ratio are PFA (Paediatric First Aid) trained. All level 3 Practitioners must hold a Level 2 English qualification, in addition all managers hold a Level 2 English and Maths qualification.

Each staff member has a record of training and professional development. Regular in-service training is provided to all staff - whether paid staff or volunteers. Alamiyah 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.

Unqualified staff are not counted in the ratios but are trained in house to a high standard to support the children at the setting.

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 every 2 months and an annual appraisal 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.

Staffing Ratios

To ensure high quality care and learning and in order to meet the staff ratio requirements of the EYFS, staffing ratios will be kept to a minimum of 1 adult to 8 children for children aged three to four years and a minimum of 1 adult to 15 pupils for children age five to six years. A minimum of two members of staff (depending on the number of pupils within each age group and according to the ratios above) will be on duty at any one time in Children's House for 3-6 years.

Staff Contingency Plan

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

- Staff attending that day will be redeployed to cover
- Staff on a DBS checked staff contact list will be contacted

Pay Levels and Pay Review

Alamiyah believes that staff should be paid a living wage, therefore Alamiyah commits to paying all staff 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 in effect.

Review

This policy will be reviewed every 3 years or sooner or if there is any change in statutory guidance or legislation. See ‘Policy Review Schedule’.

Last Reviewed: 01/09/2026

Adopted in a meeting at Alamiyah Montessori on 08/09/2025

Signed by Nasim Bobat (Manager) and S Motara (Nominated Person)

on behalf of Alamiyah Montessori

The legal framework and documents referenced in this policy are:

Statutory Framework for the EYFS (Sept 2026)