



# 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.

## **Senior Management: Qualifications, Roles and Responsibilities**

The Principal should be a graduate holding a relevant postgraduate teaching qualification. The headteacher must hold a full and relevant Level 4 or 5 qualification or above. S/he should have at least five years' of experience of working in a school as a teacher or in a more senior role and have at least two years of senior management experience within an educational setting. The school's deputy must be qualified to at least a level 3 and must be capable and qualified to take the place of the headteacher in his/her absence.

## **Staff: Qualified Staff in the EYFS**

Staff working in the EYFS class 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.

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 School 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 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 and 1 adult to a class of 20 for children of age seven to eleven 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 and one member 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:

- Part time staff on a cover staff list will step into the classroom and take the place of the absent teacher
- Staff on a supply staff contact list will be contacted
- Staff will be re-deployed according to the staff to cover the absence if necessary



### **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.

### **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'.

Adopted in a meeting at Alamiyah School on 07/07/2017

Signed: H Musa (Headteacher) and S Motara (Chair of Trustees)