



LEYF BENEFITS  
FOR YOU

**Leyf**  
Nurseries



## We believe that working in Early Years is not just a job: it's about helping to change a child's life.

If you're interested in joining our teams in our nurseries or central office, looking to start a brand-new career, or looking for **flexible** work while you **study** - we'd love to hear from you.

Here at London Early Years Foundation (LEYF), we have created a very special interview process designed to make you feel as comfortable as possible during your interview and allow you to showcase your strengths. Our Recruitment team will talk you through everything you need to know and support you once you have been accepted for interview.

Please email [joinourteam@leyf.org.uk](mailto:joinourteam@leyf.org.uk)

# Welcome to London Early Years Foundation (LEYF)

**Our social purpose is to give London's children - especially those most in need - the best start in life by providing access to high quality, affordable Early Years education.**

We are a growing organisation and quality is driven by our strong social pedagogy which is our teaching and learning model so children become enthusiastic, inquisitive learners.

All of our teams contribute to achieving our social purpose, so wherever you are in LEYF you can know you are making a difference to children's lives.

We value our employees. Our teams work hard and in return we reward and support you and your professional development. We also call all our nursery employees 'teachers', in recognition of the important role you play in children's learning and development.

# Choose the hours that suit you best



## **4 days a week - every week**

**36 hour contract over 4 days** – e.g. 8am to 6pm over 4 days with an hour unpaid lunch break.

**40 hour contract over 4 days (in a 7.30am to 6.30pm nursery)** – e.g. 7.30am to 6.30pm with an hour unpaid lunch break.

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## **5 days a week**

**40 hour contract over 5 days** – e.g. 8am to 5pm over 5 days (some 9am to 6pm shifts) with an hour unpaid for lunch.

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## **3 days a week**

**27 hour contract over 3 days** - e.g. 8am to 6pm with an hour unpaid lunch break, either Monday to Wednesday or Wednesday to Friday.

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## **Lunch cover**

Mealtimes are sociable occasions at LEYF where you will sit with the children around the table, and get involved with conversations. Lunch cover contracts are for 15 - 16 hours per week.

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**Work to  
fit your  
lifestyle**

### **Bank team**

Our bank employees are valued members of our nursery teams and if you are looking for **flexibility** from week to week, this could be the role for you.

### **Part-time to fit around you**

We know that full-time hours don't suit everyone. We offer work that fits around your lifestyle.

Choose from morning, afternoon, end-of-day and holiday shifts.



# Your benefits explained



## Buy and Sell Scheme

Employees have the option to purchase up to the equivalent of one working week's worth of additional annual leave or sell any unused days after taking 20 days



## Holiday

Everyone works hard at LEYF and we offer up to 23 days annual leave per year plus 3 days over the Christmas closure. Nurseries are closed on bank holidays.



## Birthday Leave

All our permanent employees and apprentices are given an additional day of annual leave to celebrate their birthday.



## Rewards for Long Service

We reward long service with extra days leave and one off bonuses.

Length of service (years)	Old Award	New Award
5	£50	£150
10	£100	£300
15	£150	£450
20	£200	£800
25	£250	£1,000
30	£300	£1,200
35	£350	£1,750
40	£400	£2,000



## Refer a Friend bonus

LEYF rewards employees who Refer a Friend for a permanent role. You will receive up to **£500 bonus** (taxable) as a thank you when someone you recommend joins our team and successfully completes their probation. Your friend will also receive up to £500 bonus at the end of successful probation.



### Nursery discount

We offer a fantastic 70% discount on nursery fees to all permanent employees if you would like your child or grandchild to join a LEYF nursery.

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### Overtime

If you work in our nurseries and are asked to work more than your contracted hours, we will pay you overtime.

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### Celebrating Ofsted results

Every nursery receiving an 'Outstanding' award receives £50 per head and teams who achieve a 'Good' receive £30 per head for a team celebration.

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### Bank staff

Do you need more flexible working? Are you studying or caring for your family? Join the LEYF bank staff team and work flexibly with us.

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### Generous pension

**Our pension is one of the best in the sector.** We know it is not easy to save for your retirement, so **we help you by contributing 7% into your pension while you contribute just 1% – this is tax free too.** So **when you pay in 80p, your pension grows by £8 because of LEYF's contribution and tax relief!**

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### Death in Service life insurance:

We provide life insurance of 3 times your salary (or a fixed sum if you are aged 70-75) for all permanent employees if you pass away while employed at LEYF.

# Grow with us

Our award-winning training means there are plenty of opportunities to progress and jump to the next salary band. Employees receive a minimum of 3 training days per year.

Entry Level  
(Unqualified  
and Apprentice)

Early Years  
Teacher  
(L2 and L3)

Room  
Manager

Deputy  
Manager

SENCO

## Coaching

If you are a manager, our ILM Level 3 Award in Effective Coaching will support you to take a coaching approach with your team within their day-to-day roles, as well as enable them to ensure the team experiences the LEYF values in practice.

## On-the-job training

You will be given a workplace buddy, who is an experienced member of the team, to support and guide you as you become familiar with the LEYF Pedagogy. Our Learning and Development team will spend time with you in the classroom, and also work alongside you in the nursery to provide support, coaching as you continuously develop your skills as an Early Years teacher.





Nursery  
Manager

Senior  
Manager

### Men in childcare

Having different role models in nurseries is important, as children's aspirations and social achievements are influenced by those around them. You will join the growing number of men in our workforce (8% compared to 3% nationally). We don't expect our male employees to conform to stereotypes and you will be valued for who you are and your contribution to nursery life.

### Sustainability champions

At LEYF, we are trying hard to reduce our carbon footprint. You can become an eco-champion and complete our new Level 4 qualification, Developing Sustainability in the Early Years, and teach the children how to become future guardians of our planet.

## Levels of progression

- ▶ **Level 3**  
Apprentices  
Qualifications  
SEND Award  
Chef qualification
- ▶ **Level 4**  
Sustainability
- ▶ **Level 5**  
Foundation Degree
- ▶ **Level 6**  
Honours Degree



### Having a family

Parents and Carers are valued at LEYF. Here are the parental leave benefits we offer our employees:

**Maternity or adoption leave**

Once you have been with LEYF for 1 year, we will pay you 50% of your salary for 12 weeks while on maternity leave.

**Paternity leave**

We give our Dads 2 weeks' full pay so you can enjoy those first moments.

**Parental leave**

You can share up to 37 weeks' paid parental leave between you and your partner, paid as per statutory guidelines.

**Compassionate leave**

Up to 5 days a year discretionary leave used for exceptional circumstances.

# Developing your pedagogical leadership



## **Professional development**

At LEYF, we invest in you and your career and you can access our wide range of training and professional development run by our award-winning LEYF Training Academy. Everyone has an opportunity to develop at LEYF. We have many programmes to help you plan your development. We will work with you to map out a progression pathway which includes 3 days' paid training per year.



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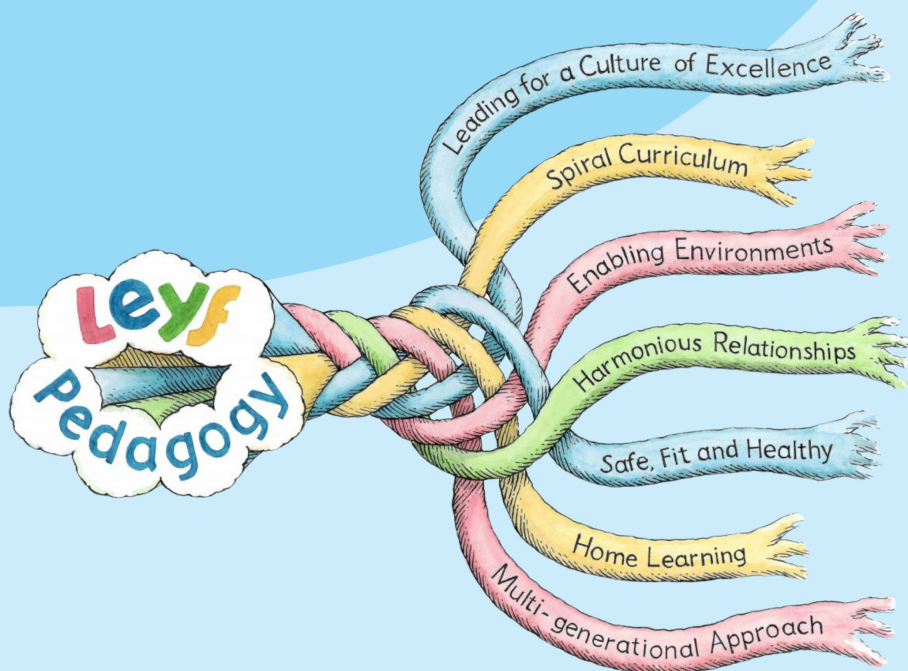
## **Action research champions**

Are you interested in science, gardening, babies? Turn your interest into a research project and champion it across LEYF. This drives our quality and can lead to you presenting to colleagues, public presentations or even attending overseas conferences.

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## Social pedagogy

LEYF has a seven-strand unique pedagogy which shapes how you will deliver high-quality learning experiences to our children, and build trusting relationships with our families. We provide regular training so you can feel confident working this way.





## Helping you just a little bit more

### **Season ticket loan**

You can borrow the money interest free to buy an annual season ticket and pay us back monthly.

### **Bikeworks**

We have a partnership with another social enterprise called Bikeworks who can provide training on road safety and provide advice on purchasing a good second-hand bike to cycle to work.

### **Staff discount portal**

When you join our Employee Purchase Programme, you will receive discounts on purchases from high street brands such as Sainsbury's, Currys and Apple.

# Your wellbeing

The wellbeing of our teams is very important at LEYF and as well as giving you access to an advisor for free, you can also access a range of help online.



## myStrength App

You can also register and download the myStrength app for free. Mystrength helps you create life-changing habits to support your mental health and find a healthier, happier you.



## Tea and coffee

We provide free tea and coffee during your breaks throughout the day.





# Benefits for you and your family



**Our Employee Assistance Programme is FREE to support you and your whole household during difficult times.**

**1 Support and counselling for home-life issues**

Specialist support for challenges such as a relationship breakdown, bereavement or infertility.

**2 Support and counselling for work-related issues**

Specialist telephone support for issues related to work.

**3 Financial and legal**  
Our qualified legal professionals provide specialist support on a range of personal issues.

**4 Support for managers**  
A support service for managers dealing with important and challenging people management issues.

**5 Fast access**  
You can access support via phone and online.



## Stronger together

**We are strong on teamwork at LEYF and live our values, which are inspiring, brave, nurturing and fun. We rely on each other and are united by our mission to change the world one child at a time.**

### **Diversity and inclusion**

At LEYF, diversity and inclusion are at the heart of who we are. We strive to foster belonging and empowerment at work. We know that having different perspectives makes us stronger and value every individual for what they bring to our community.

## Celebrating differences

LEYF is an organisation which champions tolerance and understanding of the differences between people so that no one is either advantaged or disadvantaged on account of their beliefs.

We don't organise our nurseries around religious identities or promote religious worldviews. We welcome all employees, children and parents regardless of their religious or non-religious backgrounds.



### LEYF events

LEYF employees across all our nurseries enjoy getting together. You will be invited to events we run throughout the year:

- **Annual Conference** – every year, our teams come together for a day of learning and sharing best practice.
- **Christmas Party** – we give every team an allowance to celebrate together.
- **Other special occasions** include our annual lecture, book launches and nursery events.

# Making a difference to children's lives

**London Early Years Foundation (LEYF) is a charitable social enterprise that runs 39 nurseries across London. Our teams are passionate about making a difference to children's lives and some of our nurseries are situated in areas with high levels of disadvantage.**

## **LEYF food banks**

Several of our nurseries run food banks to support their children and families who live in poverty with much needed food, clothing, hygiene products and shoes.



## **Vulnerable children**

Our social purpose is to give London's children - especially those most in need - the best start in life by providing access to high quality, affordable Early Years education and care. A third of our places are given the best quality education and care. A good Early Years education positively affects life chances and you will be helping to give our children the very best start in life.



Join LEYF and really make a difference to children's lives. We are not driven by profits. We are impelled by the need to provide the best quality education and care every day in our nurseries, as we know this will make the biggest difference to children's futures.

[www.leyf.org.uk](http://www.leyf.org.uk)



**Nurseries**

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