Teaching and Academic support engagement routes.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Casual – engaged through Eploy, interface for the Fees payoll</th>
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<th>Nature of duties</th>
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</table>
| Grade 9 | Annual leave to be taken outside of hours of work and compensated through holiday pay | Annual leave taken (40 days pro-rata) | • Experienced in research and/or teaching  
• Research reflected in growing national reputation & often incipient international reputation  
• Substantial contribution to management, development & delivery of teaching and assessment  
• Contribution to the department/school through management/leadership, and enterprise activities may be significant. |
| Grade 8 | Lecturer (Academic Teaching terms & conditions)  
AT8 (3-legged)  
A8 (Teaching Focused) | • Sustained senior level contribution in research & teaching leadership  
• Research focused roles: established national & developing international reputation through significant original research work & track record of impact.  
• Teaching & research roles may include an established research profile, development of & accountability for major teaching programmes & departmental/school leadership/management, perhaps including high value impact enterprise & similar activities,  
• Teaching focused roles: significant contribution to the advancement of teaching of the subject, leadership in teaching & contribution to the debate nationally about teaching, often with a sustained high value impact on enterprise, knowledge transfer, business development &/or public engagement. |
| Grade 7 | Visiting Lecturer  
£45.39 per contact hour plus £8.25 holiday pay per contact hour  
1 hour teaching and 1½ hour prep and follow-up = 1 contact hour, or  
£18.15 per hour, plus £3.30 holiday pay for non-contact duties e.g. marking.  
VLs will not normally be responsible for more than a single module and/or occasional lectures | Teaching Fellow (was called Teaching Associate)  
AD7  
Appointment held on Admin terms and conditions. | Managed and supervised by member of staff with ultimate responsibility for the design, delivery and assessment of the teaching programme. Teaching Fellows will contribute to the design of modules, plan and prepare own teaching, devise and supervise projects, student dissertations and practical work. If marking is summative, it is subject to validation by the academic supervisor. |
| Grade 6 | Small Group Teachers  
• £24.78 per contact hour plus £4.50 holiday pay per contact hour  
• 1 hour teaching and 1 hour prep & follow-up = 1 contact hour, or  
• £12.39 per hour, plus £2.25 holiday pay for non-contact duties e.g. marking. | Teaching Associate (was called Teaching Assistant)  
AD6  
Appointment held on Admin terms and conditions. | To contribute to elements of teaching, (in a class, tutorial or other group context), within a clear and established teaching programme, for which an academic member of staff has primary responsibility. Deliver teaching activities. Facilitating discussion in classes as a follow-up to formal lectures. Supervise class activities within a framework designed by others, offer advice to students with learning problems. Involves prior preparation and/or evaluation of work produced by students outside the time of the class. To assist with marking of coursework. If marking is summative, it is subject to validation by the academic supervisor. |
| Grade 6 | Postgraduate Demonstrator  
£12.39 per hour plus £2.25 holiday pay per hour. | | Delivery of teaching activities independently within a UG teaching laboratory (including language laboratory, study skills workshop, field work setting) in support of teaching for which others have primary responsibility.  
• Work independently to solve student problems, providing advice to assist with any learning problems  
• Assist with the marking of coursework – summative work is subject to validation by the academic supervisor. The support should not involve any substantial amount of preparation and should be closely supervised by the academic staff member responsible for the module. If marking is required then then the manager will agree with the individual the amount of time this will take and payment will be made accordingly. |
| Grade 5 | | | |
| Grade 4 | | | |
| Grade 3 | | | |
| Grade 2 | | | |
| Grade 1 | | | |
| Grade 0 | | | |
Teaching and Academic support engagement routes.

Marking
The rate for a Small Group Teacher is per contact hour (plus holiday pay) where each contact hour includes pay for 1 hour’s class contact plus 1 hour’s preparation and follow-up work. The primary purpose of the additional hour is to enable the Small Group Teacher to prepare his/her material for the class but duties may include the marking (evaluation) of work produced by students outside the time of the class itself.

Inevitably, after the time for preparation has been taken out, the time left for other duties, including marking, is limited such that it is likely to be restricted to relatively short and simple evaluation tasks which can be accomplished in the time available. If substantial amounts of marking are required, eg essays, it is likely that provision would have to be made separately to pay for this work. An hourly rate (without preparation and follow-up time ie at ‘plain’ time) is provided for this purpose.

Managers who are contracting for such work to be carried out should therefore:

- Assess the time which will be required to prepare for the delivery of each hour’s class contact time;
- Determine what – if any - other specific duties are required and whether they can be encompassed within the remainder of the hour;
- In so far as the duties are expected to take longer than one hour, assess and contract for the additional work to be carried out.

It should be noted that, where a Small Group Teacher is contracted for a series of class contact hours, the additional duties may be aggregated over the duration of the assignment.

Note: The principles set out above apply also to Visiting Lecturers (Teaching Fellows), who are allocated one and a half hours of preparation and follow-up time for each contact hour. This may mean that there is greater capacity within the preparation and follow-up time allocated for marking but, depending on the volume, separate provision may have to be made for any balance of marking or other duties which cannot be encompassed within the contracted time.

This Code of Practice: Teaching and Academic Support of Undergraduate and Postgraduate Taught Students by Postgraduate Teaching Assistants and Undergraduates, provides a framework in which students can provide teaching and academic support to other students in addition to their own programme of study.

Attention is drawn to the following points from the code in relation to the employment of students:

1.4.3 ‘Formative assessment’ includes assessment that does not contributeto the final award (as a mark or as credit), but is undertaken for developmental purposes. Formative assignments, essays or presentations may be required of students in order for feedback to be provided prior to students undertaking a piece of assessed work which does count towards the degree classification.

1.4.4 ‘Summative assessment’ includes assessed work which contributes to the final award (as a mark or as credit), such as unseen examinations, essays, dissertations or presentations.

3.1 A Head of School may approve in exceptional cases the use of undergraduates in the provision of academic support for undergraduate students where this academic support is subject to appropriate and documented supervision by academic staff.

3.2 Undergraduate students may not be involved in the teaching of undergraduate students or in the marking of assessed work, whether formative or summative. Where a School wishes to make an exception to this rule based on the expertise of the undergraduates concerned, or in relation to a particular piece of assessed work, this should be approved in advance by the Director of Education of the College that owns the programme, with a copy of all approvals being provided to Academic Services annually.

4.2 The teaching hours of a full time postgraduate student who is undertaking academic and teaching support shall not exceed six hours per week averaged across the academic year. Training, preparation and marking time should be included in this six hour period. The weekly maximum may be redistributed across the academic year with the prior agreement of the student concerned.

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