

POSTGRADUATE STUDENTS

TEACHING ASSISTANCE GRADING SCHEME

This scheme is based on three levels of Teaching Assistance provided by Postgraduate Students:-

Level	Title	Responsibility	Hourly Rate From 1 October 2012 ¹
I	Demonstrator	Teaching Support	£14.50 - without PhD £21.10 - with PhD
II	Tutorial Assistant/Seminar Tutor	Small Group Teaching	£29.00 - without PhD £42.20 - with PhD
III	Teaching Assistant	Lecturing Contribution	49.00

Level I

Roles are essentially to assist, or support academic staff generally at first-year level and are not normally required to prepare teaching materials, to deliver teaching directly, or to mark assessments. For the most part such appointees will be postgraduate students working under the direct supervision of members of academic staff.

Level II

Appointees are required personally to deliver teaching in small group context (e.g. tutorials, laboratory classes) primarily but not necessarily at first-year level. Such personnel may be required to mark non-assessed coursework assignments and will be expected to undertake such teaching preparation as is commensurate with the stipulated teaching duties.

Level III

Appointees are required to make contributions to academic programmes in the form of individual lectures or series of lectures, and may include duties in relation to assessments, but such contributions are undertaken with a setting that is under the overall charge of a member of academic staff. May involve partial responsibility for the design and delivery of a particular module(s) under supervision.

Job Descriptions

Examples of generic job descriptions which outline the duties expected within levels I & II can be viewed at <http://www.leeds.ac.uk/hr/progression/index.htm>

Further information

Further information about Postgraduate Students engaged in teaching can be found in the Code of Practice for Postgraduate Research Students Engaged in Teaching available at http://www.leeds.ac.uk/rds/assets/word/policies/CoP_teaching.doc

¹ Rates of pay reflect:-

- Contact time
- Time spent on preparation and assessment
- Level of skills and competencies required in order to undertake the work satisfactorily