Sessional Teachers’ Handbook
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Introduction

Welcome to the Sessional Teaching Payroll (STP) handbook.

This handbook is designed to provide hourly paid and sessional teaching staff with a step-by-step guide through the STP process, including departmental recruitment of sessional teachers, the registration process, the issuing of contracts, timesheets and important dates to note.

As of August 2017, STP will be going live across all departments engaging sessional teachers in the University.

STP is part of a University of Warwick project that is delivering a fair, transparent and consistent approach to the recruitment and remuneration of hourly paid and sessional teaching staff. STP replaces the systems through which departments had previously been paying sessional teaching staff – the Variable Monthly Payroll (VAM) – and the project aims to improve conditions for all sessional teaching staff.

Whether you are new to STP, or returning in 2017/18, this handbook will guide you through the processes and developments for the forthcoming academic year.
I AM A SESSIONAL TEACHER AND...

**Situation**

A) I have a different role within the University (NOT with Unsmtpl)

B) I am new to STP and have never worked for the University of Warwick

C) I have previously worked for the University of Warwick and been paid on STP

**Eligibility to work check**

The University already holds your right to work check and bank details and providing these are OK, you will be transferred across internally.

You will need to bring documents that prove your right to work in the country. The STP Team will contact you to arrange an appointment.

STP already holds your right to work check and bank details. Providing your eligibility check is still valid, no further action is necessary.

**Email contract**

You will receive an email with your contract details and how to claim for your hours. The STP Team will set up your login details for the STP website.

**Claiming for your hours**

You will be required to claim for your hours on a weekly basis via a timesheet on the STP website.

**Monthly approval process**

Your department will process your timesheet in time for a monthly Payroll run.

**Pay date**

Everyone gets paid on the 24th of each month (or the last working day before the 24th if it does not fall on a working day).
Department recruitment

Hourly paid and Sessional Teaching staff consist of a wide range of individuals including:

- Postgraduates
- Specialist Practitioners
- Visiting Academics
- Postdocs

Each academic department is responsible for the sessional teachers they recruit.

As per the guidelines outlined by the Board of Graduate Studies and Board of Undergraduate studies, in the 2017/18 academic year, each department who recruit Sessional Teachers will operate its own recruitment process with regards to Postgraduates who teach.

You will find information regarding your own department’s recruitment policy, the process involved and available positions, on your departmental website. All departments have established a transparent procedure for recruiting postgraduates and a designated person will have responsibility for this task.

All departments engaging postgraduates in teaching roles will also publish a statement of departmental practice, which you will find on your department’s website.

The Policy on the Engaging of Postgraduates as Teachers can be found on our website.

For further information, relating to departmental practices, please visit the University of Warwick’s Graduate School website.
New to STP

If you are a new sessional teacher in the 2017/18 academic year, you will either:

• currently have a paid contract at the University (staff or student)
• be a student at the University
• be new to the University

Your STP registration process will differ depending on your current status. Please read the instructions below to familiarise yourself with the registration process which applies to your current status:

I currently have a paid contract at the University (staff or student)

If you have previously worked or have ongoing work through either the Salaries or VAM payroll and you haven’t requested your P45, the University will already hold your payroll and eligibility to work details. No registration process will be required and your record will be automatically transferred to STP providing the STP team have up to date eligibility to work documents.

Regardless of when you have previously been paid, all pay dates across the University will now be on the 24th of the month (or the last working day before the 24th if it does not fall on a working day).

Your STP payments will be listed on a separate line of your pay slip.

Please note the STP team will contact you directly if any of your details need updating.

I am a student at the University of Warwick

If you are a current student at the University of Warwick, the STP team will contact you in order to arrange a short appointment. During this appointment you will:

• Complete your registration form
• Complete your eligibility to work check
• Submit your bank details for payroll

In order to demonstrate your eligibility to work in the UK you must produce original identification documents. Details of what documentation you will need to bring will be given to you by the STP team prior to this appointment.
As a current student, once you have registered with STP you will be able to login with your current username and password.

It is important that you do not complete any work before showing us your proof of eligibility to work.

I am new to the University

If you are new to the University, the STP Team will contact you in order to arrange a short appointment. During this appointment you will:

- Complete your registration form
- Complete your eligibility to work check
- Submit your bank details for payroll

In order to demonstrate your eligibility to work in the UK you must produce original identification documents. Details of what documentation you will need to bring will be given to you by the STP team prior to this appointment. As you are new to the University, once you have registered, the STP team will contact you with your new login. Once you have these details you will be able to login.

This may take up to five working days. You will not be able to submit details of your hours until you have your login details.

It is important that you do not complete any work before showing us your proof of eligibility to work.

Returning to STP

If you worked as a Sessional Teacher in 2016/17 and are due to teach again in 2017/18, we will already hold your payroll and eligibility to work details. You will remain on our register for future assignments and no registration process will be required providing the STP team have up to date eligibility to work documents.

If you requested a P45 at the conclusion of your work in the last academic year and have been offered future work through STP, we will need to arrange an appointment to recheck eligibility to work documents at this point.

It is essential that you complete the registration process, including your eligibility to work check, before you begin teaching.
Learning and Development Centre

Online Core Training

New starters are required to read essential information and complete online training in this section within two weeks of joining Warwick. Completion is monitored online.

Health & Safety

Health and Safety is the responsibility of everybody in the University. It is essential that ALL must follow health and safety procedures and take care of ourselves and others.

All new colleagues and students MUST follow the link above and complete the mandatory Health & Safety Induction course and quiz.

Diversity in the Workplace

This e-learning module is designed to assist colleagues in carrying out their roles within the university and in understanding the relevant legislation in this field.

It may be of particular relevance to front line or customer-facing colleagues and ALL who have a leadership or management role.

Contracts and amendments

After you have completed your registration process and eligibility to work check, you will receive a contract from the STP team. The contract will be sent to you via email and will look something similar to this:

If you are teaching multiple assignments on the same pay scale, within the same academic department, details of these will mostly likely be contained in the same email.

However, if you are teaching assignments across different departments and/or on different pay grades, you will receive a single email for each one. You can view the details of your contract by logging in on the STP page.
Amendments

If your contract is amended, you will already be aware of this as your department will communicate any changes to you. These changes in your contract details will also be reflected on the STP page.

In the event of a contract amendment, you will receive an email similar to your original contract, with amendments highlighted in red.

Timesheets

A timesheet is a method of recording your hours on a weekly basis, providing an accurate reflection of the hours worked during that week.

All sessional teachers are required to submit a weekly timesheet to claim for their hours. You should submit your hours online at the end of each week unless informed otherwise. Your administrative departmental contact is asked to authorise these hours before they are processed for payment.

• Step 1: go to the STP website and click the Teachers button.

• Step 2: On your Teachers dashboard, you can select to submit your hours.

• Step 3: You will be asked to select the job title, week ending date and module you would like to submit a timesheet for.
Step 4: Fill in your hours. There are two different methods of timesheet:

1) a number of hours worked each day [right]
2) a detailed breakdown of the hours worked each day (e.g. 2 hours marking, 4 hours contact) [left]

Your method of submitting hours will be determined by your department and detailed in your contract, which you will receive via email. Your academic department may also inform you of this.

The schedule for submitting hours and holiday pay requests can be found in the STP pages on the Payroll website.

Any hours submitted after the monthly deadline or not authorised in time by your department cannot be paid that month and will be included in the following month’s payment.

Step 5: Once your timesheet has been submitted, you will receive a confirmation email.
When submitting a timesheet you will also have the option of putting a note on the system which will allow you to explain any discrepancies or further details in relation to your hours worked.

Please note, at the bottom of the timesheet page there is a SUBMIT and a SAVE button. Clicking save will save your timesheet to be edited later. Clicking submit will send your timesheet for authorisation.

If your timesheet is rejected, you will receive an email informing you of this along with the reason for rejection. You will be able to re-submit hours immediately.

Who to direct your queries to

Your department

If you have any of the following queries, you should contact your Departmental Administrator:

I thought I had more hours allocated for this module

If you think your module needs amending, you can ask your department and if they agree they will contact STP to update the contract.

My Timesheets have not been approved

It is down to your department to approve/reject timesheets before the deadline.

Hourly rates and pay

Your wage is determined by your department. If you have a query about this, you can contact them for more information.

STP admin

If you have any of the following queries, please get in touch with the STP team:

I am unable to submit my timesheet

If you are unable to see or submit your timesheet, the STP team will be able to help resolve the problem.
I cannot access my STP account

Once you have set up your IT account, you should have full access to the STP website. If you have any trouble with this, you can contact us by phone or email.

Claiming holiday pay

As soon as your hours have been approved by your department, that holiday pay should be ready to claim. If you can't see it for some reason, please contact the STP team.

I need to update my details

If you have a change of personal information, for example; bank details or receiving your National Insurance Number, please email STP and we can ensure this is amended. If you have had a change of name, you will need to come in with proof of your name change and ID so we can witness it.

I would like to request my P45

If you would like to request your P45, please email the STP team. We will ensure all of your holiday pay has been claimed and once the last payment has gone through, we can process your P45. Please include the address where the P45 should be posted.

Important guidelines

**STP Quick Reference Guide: Payroll Cut-off Deadlines**

- Hours must be submitted by **12 noon on Monday** for the previous week’s work
- Hours must then be authorised by your department by the **end of Wednesday**
- The STP team cannot submit hours or claims for holiday pay on behalf of teachers, nor authorise hours on behalf of departments
- Monthly payroll cut-off deadlines are calculated so that they include at least four calendar weeks
- Payment is made to your nominated bank account on the **24th of each month**
- Hours submitted after the deadline, or not authorised in time, may not be paid that month

Teachers: Submission deadlines are always on a Monday (with the exception of December)

Departments: Approval deadlines are always on a Wednesday (with the exception of December)
Payroll Cut-off Deadlines 2017

<table>
<thead>
<tr>
<th>Teachers: Submission</th>
<th>Departments: Approval</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th August</td>
<td>9th August</td>
<td>24th August</td>
</tr>
<tr>
<td>4th September</td>
<td>6th September</td>
<td>22nd September</td>
</tr>
<tr>
<td>2nd October</td>
<td>4th October</td>
<td>24th October</td>
</tr>
<tr>
<td>6th November</td>
<td>8th November</td>
<td>24th November</td>
</tr>
<tr>
<td>4th December (TBC)</td>
<td>6th December (TBC)</td>
<td>22nd December (TBC)</td>
</tr>
</tbody>
</table>

Payroll Cut-off Deadlines 2018

<table>
<thead>
<tr>
<th>Teachers: Submission</th>
<th>Departments: Approval</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th January</td>
<td>10th January</td>
<td>24th January</td>
</tr>
<tr>
<td>5th February</td>
<td>7th February</td>
<td>23rd February</td>
</tr>
<tr>
<td>5th March</td>
<td>7th March</td>
<td>23rd March</td>
</tr>
<tr>
<td>2nd April</td>
<td>4th April</td>
<td>24th April</td>
</tr>
<tr>
<td>7th May</td>
<td>9th May</td>
<td>24th May</td>
</tr>
<tr>
<td>4th June</td>
<td>6th June</td>
<td>22nd June</td>
</tr>
<tr>
<td>2nd July</td>
<td>4th July</td>
<td>24th July</td>
</tr>
</tbody>
</table>

Holiday pay

All Sessional Teachers will receive 28 days' holiday pay per annum pro rata. Holiday pay is an additional amount to your standard wage and accrues for each hour worked. You can claim holiday pay online in the Tutor area - please refer to the guidance document online, which illustrates how to claim holiday pay.

We cannot automatically process holiday pay without a claim as this would constitute rolled up holiday pay which is against EU legislation. The holiday year runs from 1 October through to 30 September and you will be required to claim all holiday pay during the course of the holiday year in which it accrues.

Although the STP team will send out reminders before the end of the holiday year, it is the sessional teacher’s responsibility to make sure that all their holiday pay has been claimed before the start of each new holiday year.

- Holiday pay is accrued with every hour that you work
- Holiday pay is based upon the pro rata equivalent of 28 days per annum
- Holiday pay is available to claim after your hours have been approved by your department
• Claims for holiday pay must be submitted before the main payroll deadline
• Requests made after a payroll deadline will be processed for the next available payroll run
• Please be aware that you are unable to submit partial claims

What happens if I don’t claim my hours?

You should be submitting hours on a weekly basis to avoid any delayed payments. The STP team will send you a monthly email reminding you to claim for your hours. The system allows you to claim retrospective hours for a maximum of six weeks.

In the unlikely event that you are unable to submit within this timeframe, you will be required to contact the STP team in order to complete a late payment form.

Rates Summary

There are seven role profiles for sessional teaching, which specify minimum knowledge, experience and duties for each role. Each role has been evaluated to determine pay grade.

<table>
<thead>
<tr>
<th>Role profile</th>
<th>FA grade</th>
<th>Spinal point</th>
<th>Hourly rate</th>
<th>Holiday pay (per hour)</th>
<th>Total hourly rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Tutor/Group Facilitator</td>
<td>FA4</td>
<td>19</td>
<td>12.41</td>
<td>1.50</td>
<td>13.91</td>
</tr>
<tr>
<td>Demonstrator</td>
<td>FA4</td>
<td>19</td>
<td>12.41</td>
<td>1.50</td>
<td>13.91</td>
</tr>
<tr>
<td>Workshop/Demonstration Leader</td>
<td>FA5</td>
<td>24</td>
<td>14.38</td>
<td>1.74</td>
<td>16.12</td>
</tr>
<tr>
<td>Associate Tutor</td>
<td>FA5</td>
<td>24</td>
<td>14.38</td>
<td>1.74</td>
<td>16.12</td>
</tr>
<tr>
<td>Sessional Tutor</td>
<td>FA6</td>
<td>27</td>
<td>15.70</td>
<td>1.89</td>
<td>17.59</td>
</tr>
<tr>
<td>Senior Sessional Tutor</td>
<td>FA7</td>
<td>37</td>
<td>21.07</td>
<td>2.54</td>
<td>23.61</td>
</tr>
<tr>
<td>Principal Sessional Tutor</td>
<td>FA8</td>
<td>44</td>
<td>25.90</td>
<td>3.13</td>
<td>29.03</td>
</tr>
</tbody>
</table>
Role Profiles

Role Profile – Assistant Tutor/Group Facilitator

<table>
<thead>
<tr>
<th>Post title</th>
<th>Assistant Tutor/Group Facilitator FA4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible to</td>
<td>Head of Department or delegated authority</td>
</tr>
<tr>
<td>Job purpose</td>
<td>To supervise small groups of students and to provide appropriate advice and guidance in order to progress the students learning</td>
</tr>
</tbody>
</table>

Principal accountabilities

Research and scholarship
- Reflect on practice and development of own teaching and learning skills

Teaching and learning support
- Supervise small groups of students which focus on written assignments for core and other specific modules, providing advice on study and learning
- Administer assignments and mark schemes prepared by academic staff, and assist with structured feedback/marking of tasks as required
- Discuss the assignments with a supervision group clarifying and deepening an understanding of key ideas or concepts to progress the student learning
- Explain methods and worked examples
- Supervise presentations and stimulate discussions within the groups
- Provide subject specific advice where required on study and learning
- Provide students feedback, advice and support and foster constructively critical approaches to academic discussion and learning
- Provide feedback to the relevant member of academic staff on student progress as required

Administration and other duties
- Undertake duties related to course administration, including but not limited to maintaining attendance records

Knowledge, skills, and experience require
- Good honours degree or equivalent (in a relevant area)
- Sufficient breadth and depth of knowledge of subject to deal with issues or queries raised by students
- Understanding of equal opportunity issues as they may impact on areas of teaching
- An aptitude for applying teaching methods and techniques, and encouraging student participation in discussions
- Interpersonal and communication skills, notably an ability to explain and communicate problems, ideas and concepts clearly and accessibly to students
Role Profile - Demonstrator

<table>
<thead>
<tr>
<th>Post title</th>
<th>Demonstrator FA4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible to</td>
<td>Head of Department or delegated authority</td>
</tr>
<tr>
<td>Job purpose</td>
<td>Supervising students as directed by Academic Staff in order to progress the student learning</td>
</tr>
</tbody>
</table>

Principal accountabilities

Research and scholarship
- Reflect on practice and the development of own teaching and learning skills

Teaching and learning support
- Under the direction of the academic lead responsible for the class, Supervise and teach students of practical classes, providing advice on study and learning, and exercising due oversight
- Assist students in the performance of tasks, which have been devised by academic staff, within the specified time limit, including:
  - Enhancing student learning through discussion and explanation of theory and background
  - Demonstration of equipment and techniques
  - Assisting students with data collection
  - Within the parameters set by the academic lead responsible for the class, adapt the methods of delivery to optimize the student experience, clarifying and deepening an understanding of key ideas or concepts to progress the student learning
  - Help students to use equipment safely and correctly and working with members of the laboratory team to ensure the smooth and safe running of the lab, carrying out safety checks where required
  - Assist with assessment and/or feedback as required which may include:
    - Direct face to face feedback including support or suggestions for improving outcomes
    - Written feedback and comments
    - Formal assessment against a pre-defined set of criteria using judgement and knowledge of the area
  - Provide feedback or suggestions where required on the development of teaching materials
  - Deliver information in a small group context (background information, guidance, demonstration, instructions etc.) devised by academic staff in the format provided by academic staff
  - Undertake adequate preparation, including developing familiarity with the demonstration, and setting up the laboratory classes as required.

Administration and other activities
- Undertake duties related to course administration, including but not limited to maintaining attendance records
- Duty to understand and observe the relevant health and safety requirements and procedures
Knowledge, skills, and experience required

- Good honours degree or equivalent (in a relevant area)
- An aptitude to demonstrate and communicate ideas, techniques, methods to students drawing on sufficient breadth and depth of specialist knowledge in the discipline
- Possess the skills and knowledge required to answer questions relating to the subject
- Understanding of equal opportunity issues as they may impact on areas of teaching

Role Profile – Workshop/Demonstration Leader

Principal accountabilities

<table>
<thead>
<tr>
<th>Post title</th>
<th>Workshop/Demonstration Leader FA5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible to</td>
<td>Head of Department or delegated authority</td>
</tr>
<tr>
<td>Job purpose</td>
<td>Supervising students as directed by Academic Staff</td>
</tr>
</tbody>
</table>

Research and scholarship

- Reflect on practice and the development of own teaching and learning skills

Teaching and learning support

- Supervise and teach students of practical classes, providing advice on study and learning
- Assist students in the performance of tasks, which have been devised by academic staff, within the specified time limit including:
- Supporting student learning through discussion and explanation of theory and background
- Demonstration of equipment and techniques
- Assistance of students with data collection - within the parameters set by the academic lead responsible for the class, adapt the methods of delivery to optimize the student experience, clarifying and deepening an understanding of key ideas or concepts to progress the student learning
- Help students to use equipment safely and correctly and working with members of the laboratory team to ensure the smooth and safe running of the lab, carrying out safety checks where required
- Assist with assessment and/or feedback as required which may include:
- direct face to face feedback including support or suggestions for improving outcomes
- Written feedback and comments
- Formal assessment against a pre-defined set of criteria using judgement and knowledge of the area
- Ensure familiarity with the lab demonstrated in advance and preparation work and/or set up for the laboratory class where required
- Lead a team of demonstrators where required
- Develop supplementary teaching and learning materials where required
- Oversight of a class where appropriate and required under the direction of the responsible member of academic staff
- Engage in front of class delivery of course content to cohort within the predefined curriculum under
the direction of the responsible member of academic staff

Administration and other activities
- Undertake duties related to course administration, including but not limited to maintaining
  attendance records

Knowledge, skills, and experience required
- Good honours degree or equivalent (in a relevant area)
- Knowledge acquired in the relevant academic discipline as part of appropriate postgraduate
  studies or equivalent
- An aptitude to demonstrate and communicate ideas, techniques and/or methods to students
  drawing on sufficient breadth and depth of specialist knowledge in the discipline
- Possess the skills and knowledge required to answer questions relating to the subject
- Experience of demonstration of workshop or practical classes to students
- Ability to adapt to the learning objectives and teaching and learning methods emphasized by the
  academic responsible
- Understanding of equal opportunity issues as they may impact on areas of teaching.

Role Profile - Associate Tutor

<table>
<thead>
<tr>
<th>Post title</th>
<th>Associate Tutor FA5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible to</td>
<td>Head of Department or delegated authority</td>
</tr>
<tr>
<td>Job purpose</td>
<td>Undertake teaching tasks within a class, seminar, and tutorial or equivalent context in order to progress the student learning</td>
</tr>
</tbody>
</table>

Principal accountabilities

Research and scholarship
- Reflect on practice and the development of own teaching and learning skills

Teaching and learning support
- Teach tasks within a class, seminar, tutorial or equivalent context, in support of teaching for
  which members of the academic staff have primary responsibility, within an established
  programme of study
- Teach using a variety of teaching methods in the classroom within a syllabus as devised by
  academic staff
- Develop own teaching methods and approaches
- Develop supplementary teaching materials with appropriate guidance and support where
  required
- Ensure that the content, methods of delivery and learning materials meet the defined learning
objectives
• Supervise the work of students, where required by the department, providing advice on study and learning
• Apply appropriate assessment methods and criteria, assess the work and progress of students
• Undertake formal assessment of students which could include setting and marking work applying academic judgement and integrity and knowledge of the area
• Provide constructive oral and written feedback to students, possibly in one-to-one settings

Administration and other activities
• Undertake duties related to course administration, including but not limited to maintaining attendance records

Knowledge, skills, and experience required
• Good honours degree or equivalent (in a relevant area)
• Knowledge acquired in the relevant academic discipline as part of appropriate postgraduate studies
• Sufficient breadth and depth of specialist knowledge, in the discipline and of teaching methods and techniques to work within disciplinary area with appropriate assistance and support
• Competence in teaching at an appropriate level
• Familiarity with a variety of strategies to promote and assess learning
• Understanding of equal opportunity issues as they may impact on areas of teaching

Role Profile – Sessional Tutor

<table>
<thead>
<tr>
<th>Post title</th>
<th>Sessional Tutor FA6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible to</td>
<td>Head of Department or delegated authority</td>
</tr>
<tr>
<td>Job purpose</td>
<td>Undertake teaching in order to support the work of the department and develop and enhance its teaching reputation, both internally and externally</td>
</tr>
</tbody>
</table>

Principal accountabilities

Research and scholarship
• Reflect on practice and the development of own teaching and learning skills

Teaching and learning support
• Teach within an established programme of study
• Develop own teaching materials, methods and approaches, which may include:
• Developing materials for accredited programmes with appropriate guidance
• Developing materials for non-accredited programmes independently
• Identify learning needs of students and define appropriate learning objectives
• Ensure that the content, methods of delivery and learning materials will meet the defined learning objectives
• Supervise the work of students in classes, provide advice on study skills and help them with learning problems
• Supervise small-scale or assist with more complex/long term student projects, field trips and placements where appropriate
• Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students, possibly in one to one settings
• Undertake the formal assessment of students which could include setting and marking work

**Administration and other activities**
• Undertake duties related to course administration, including but not limited to maintaining attendance records
• Commitment to enhancing and contributing to the student experience

**Knowledge, skills, and experience required**
• Good honours degree or equivalent (in a relevant area)
• Holds a postgraduate qualification or equivalent professional experience in a relevant discipline
• Sufficient breadth and depth of specialist knowledge, in the discipline and of teaching methods and techniques to work within own area
• Competence in teaching at an appropriate level
• Familiarity with a variety of strategies to promote and assess learning
• Understanding of equal opportunity issues as they may impact on areas of teaching

### Role Profile – Senior Sessional Tutor

<table>
<thead>
<tr>
<th>Post title</th>
<th>Senior Sessional Tutor FA7</th>
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</thead>
<tbody>
<tr>
<td>Responsible to</td>
<td>Head of Department or Delegated Authority</td>
</tr>
<tr>
<td><strong>Job purpose</strong></td>
<td>Undertake teaching in order to support the work of the department and develop and enhance its teaching reputation, both internally and externally</td>
</tr>
</tbody>
</table>

**Principal accountabilities**

**Research and scholarship**
• Reflect on practice and the development of own teaching and learning skills

**Teaching and learning support**
• Develop own teaching material and deliver either across one or more modules
• Use appropriate teaching, learning support and assessment methods
• Supervise student projects, field trips and placements where appropriate
• Undertake the planning, design and development of teaching materials
• Set, mark and assess work and examinations and provide timely feedback to students
• Using high level skills and a range of media, effectively communicate complex and conceptual ideas to a range of audiences
• Where required, act as the leader of a unit of study
• May take on limited responsibility for the pastoral care of students as required

**Administration and other activities**

• Undertake duties related to course administration, including but not limited to maintaining attendance records
• Commitment to enhancing and contributing to the student experience

**Knowledge, skills, and experience required**

• Good honours degree and possession of a PhD or equivalent in a relevant discipline or equivalent professional experience
• Sophisticated breadth and depth of specialist knowledge in the discipline and of teaching methods and techniques to develop teaching programmes and provide learning support to students
• Engaged in subject, professional, or pedagogic and/or practitioner research and other scholarly activities
• Ability to use a range of delivery techniques to enthuse and engage students
• Advanced level of competence in teaching
• Familiarity with a variety of strategies to promote and assess learning
• Understanding of equal opportunity issues as they may impact on areas of teaching

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**Role Profile – Principal Sessional Tutor**

**Principal accountabilities**

<table>
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<td>Job purpose</td>
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</table>

**Research and scholarship**

• Reflect on practice and the development of own teaching and learning skills

**Teaching and learning support**

• Develop own teaching material and deliver either across one or more modules
• Use appropriate teaching, learning support and assessment methods
Design and/or independently supervise undergraduate and postgraduate student projects, field trips and placements where appropriate

Undertake the planning, design and development of teaching materials

Set, mark and assess work and examinations and provide timely feedback to students

Where required, act as the leader of a unit of study

May be responsible for the pastoral care of students

Contribute to pedagogical innovation and advanced teaching and learning strategies at a departmental level applying professional experiences, innovation and creativity

**Administration and other activities**

- Undertake duties related to course administration, such as attendance records
- Commitment to enhancing and contributing to the student experience

**Knowledge, skills, and experience required**

- Nationally/internationally recognized as a specialist practitioner/professional subject expert
- Proven ability and major achievements in teaching and/or proven track record in a relevant professional sphere
- Good honours degree and possession of a PhD or equivalent in a relevant discipline or equivalent professional experience in an appropriate field
- Excellent breadth and depth of specialist knowledge in the discipline and an aptitude to demonstrate ideas, techniques and methods to students at an appropriate level
- Proven ability to develop teaching programmes and provide learning support to students
- Engaged in subject, professional, or pedagogic and/or practitioner research and other scholarly activities
- Ability to use a range of delivery techniques to enthuse and engage students
- Engaged in continuous professional development
- Demonstrable excellence in teaching
- Ability to deploy a variety of strategies to promote and assess learning
- Understanding of equal opportunity issues as they may impact on areas of teaching

**Pensions and expenses**

**Pensions**

Employees and workers not in one of the University pension schemes are assessed for auto enrolment into the relevant scheme using the following criteria:

- Aged between 22 and state pension age
- Earning more than £10,000 (£833 per month)
- Working, or usually working in the United Kingdom

If you are already in USS in relation to other STP contracts, then you will also have this work
pensioned under USS

If you are already in the University of Warwick Pension Scheme for variable contract work please contact hr.pensions@warwick.ac.uk so that they can determine the relevant scheme for this work.

You will not be entitled to membership of any salary sacrifice scheme so any future pension contributions will be eligible for tax savings only.

The Pensions Administration can be contacted at hr.pensions@warwick.ac.uk or 024 7652 2629.

Expenses

If you expect to incur expenses while completing your STP assignment, it is important that these are agreed with your department prior to commencing the assignment.

To claim expenses please follow the university process.

You will find the answers to most additional questions by visiting the FAQ page.

Alternatively contact the STP team:

stp@warwick.ac.uk
Tel: 024 7652 4831

For further information, please contact the Sessional Teaching Payroll Team
Address: Institute House, Sir William Lyons Road, University of Warwick, Coventry, CV4 7AL