

## Sessional Teaching Payroll

### 2019/2020 Rates Summary and Role Profiles

There are 8 role profiles for sessional teaching, which specify minimum knowledge, experience and duties for each role. These are largely based on criteria for standard teaching roles within the university:

| Role Profile                       | FA Grade | Spinal Point | Hourly Rate (£) | Holiday Pay (per hour) | Total Hourly Rate (£) |
|------------------------------------|----------|--------------|-----------------|------------------------|-----------------------|
| Assistant Tutor/ Group Facilitator | FA4      | SP 19        | 13.10           | 1.58                   | 14.68                 |
| Demonstrator                       | FA4      | SP 19        | 13.10           | 1.58                   | 14.68                 |
| Workshop/demonstration leader      | FA5      | SP 24        | 15.15           | 1.83                   | 16.98                 |
| Associate tutor                    | FA5      | SP 24        | 15.15           | 1.83                   | 16.98                 |
| Project Supervisor                 | FA6      | SP 27        | 16.55           | 2.00                   | 18.55                 |
| Sessional tutor                    | FA6      | SP 27        | 16.55           | 2.00                   | 18.55                 |
| Skills Programme Tutor             | FA6      | SP27         | 16.55           | 2.00                   | 18.55                 |
| Senior Sessional Tutor             | FA7      | SP 37        | 22.21           | 2.68                   | 24.89                 |
| Principal Sessional Tutor          | FA8      | SP 44        | 27.20           | 3.28                   | 30.48                 |

## Role Profiles

### Appendix A

|                       |  |
|-----------------------|--|
| <b>Post Title</b>     | <b>Assistant Tutor/ Group Facilitator FA4</b>  |
| <b>Responsible to</b> | Head of Department or delegated authority  |
| <b>Job Purpose</b>    | To supervise small groups of students and to provide appropriate advice and guidance in order to progress the student learning |

### 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 required

- 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
- Interpersonal and communication skills, notably an ability to explain and communicate problems, ideas and concepts clearly and accessibly to students
- An aptitude for applying teaching methods and techniques, and encouraging student participation in discussions
- Understanding of equal opportunity issues as they may impact on areas of teaching

|                       |  |
|-----------------------|--|
| <b>Post Title</b>     | <b>Demonstrator FA4</b>  |
| <b>Responsible to</b> | Head of Department or delegated authority  |
| <b>Job Purpose</b>    | Supervising students as directed by Academic Staff in order to progress the student learning |

### **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

|                       |   |
|-----------------------|---|
| <b>Post Title</b>     | <b>Workshop/Demonstration Leader FA5</b>  |
| <b>Responsible to</b> | Head of Department or delegated authority   |
| <b>Job Purpose</b>    | Supervising students as directed by Academic Staff to progress the student learning |

### **Principal Accountabilities**

#### **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

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|-----------------------|--|
| <b>Post Title</b>     | <b>Associate Tutor FA5</b>   |
| <b>Responsible to</b> | Head of Department or delegated authority  |
| <b>Job Purpose</b>    | Undertake teaching tasks within a class, seminar, and tutorial or equivalent context in order to progress the student learning |

### **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

|                       |   |
|-----------------------|---|
| <b>Post Title</b>     | <b>Sessional Tutor FA6</b>  |
| <b>Responsible to</b> | Head of Department or delegated authority   |
| <b>Job Purpose</b>    | Undertake teaching in order to support the work of the department and develop and enhance its teaching reputation, both internally and externally |

### **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



|                       |   |
|-----------------------|---|
| <b>Post Title</b>     | Skills Programme Tutor <b>FA6</b>   |
| <b>Responsible to</b> | Head of Department or delegated authority   |
| <b>Job Purpose</b>    | To deliver Skills programmes for students, both on the central generic programmes and within departments on an ad-hoc basis. To develop effective, engaging and innovative professional practice through partnership working with programme coordinators and managers within Student Careers and Skills |

### **Principal Accountabilities**

#### **Teaching and Learning Support**

- Deliver teaching material across one or more workshops as instructed by department
- Use appropriate teaching, learning support
- Where required, undertake the planning, design and development of teaching materials for classroom and online platform
- Using high level skills and a range of media, effectively communicate complex and conceptual ideas to a range of audiences

#### **Administration and Other Activities**

- Undertake duties related to course administration, including maintaining attendance records
- Commitment to enhancing and contributing to the student experience
- Provide within workshop pastoral care of students as required including signposting to other services

#### **Knowledge, skills, and experience required**

- First honours degree or equivalent
- Postgraduate teaching training or equivalent and/or related educational professional qualification/degree
- Relevant experience in a learning environment
- Knowledge of teaching methods and techniques to provide learning support to students
- 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 learning and give formative feedback
- Understanding of equal opportunity issues as they may impact on areas of teaching

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|-----------------------|---|
| <b>Post Title</b>     | <b>Project Supervisor FA6</b>   |
| <b>Responsible to</b> | Head of Department or delegated authority   |
| <b>Job Purpose</b>    | Undertake teaching in order to support the work of the department and develop and enhance its teaching reputation, both internally and externally |

### **Principal Accountabilities**

#### **Teaching and Learning Support**

- Propose suitable projects for students undertaking any of WMG's taught MSc courses
- Supervise the work of students, meeting them both physically and virtually as appropriate, provide advice on study and research skills and help them with learning problems
- Brief and select students to undertake project(s)
- Assess the work and progress of students by reference to WMG's established MSc project criteria and provide constructive feedback to students.
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#### **Administration and Other Activities**

- Undertake duties related to course administration, such as progress and assessment reports, etc.
- Commitment to enhancing and contributing to the student experience

#### **Knowledge, skills, and experience required**

- Good honours degree and postgraduate qualification or equivalent in relevant discipline.
- Sufficient breadth or depth of specialist knowledge in the discipline and of research methods and techniques to work within own area
- Competence in research
- Familiarity with a variety of strategies to promote and assess learning.
- Have access to facilities to communicate with students regularly by electronic means  
Understanding of equal opportunity issues as they may impact on areas of teaching

|                       |   |
|-----------------------|---|
| <b>Post Title</b>     | <b>Senior Sessional Tutor FA7</b>   |
| <b>Responsible to</b> | Head of Department or delegated authority   |
| <b>Job Purpose</b>    | Undertake teaching in order to support the work of the department and develop and enhance its teaching reputation, both internally and externally |

### **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

|                       |   |
|-----------------------|---|
| <b>Post Title</b>     | <b>Principal Sessional Tutor FA8</b>  |
| <b>Responsible to</b> | Head of Department or delegated authority   |
| <b>Job Purpose</b>    | Undertake teaching in order to support the work of the department and develop and enhance its teaching reputation, both internally and externally |

### **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
- 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
- Use 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 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



