

## Summary of Terms and Conditions for School Tutors

1. A School Tutor will be employed on a fixed-term contract the duration of which in any one academic year will be specified in the individual's employment contract.
2. A School Tutor's duties at a general level will be as set out in the Job Description for School Tutors at Grade 6 of the University's grading structure. The specific duties for a School Tutor will be set out in his/her contract.
3. A School Tutor may be part of a team, e.g. as a demonstrator, and an academic will be available or the School Tutor may be the lead demonstrator of a group of demonstrators or deliver small group teaching, e.g. seminar teaching. A School Tutor will not prepare or deliver lectures.
4. A School Tutor will report to the Head of School although on a day to day basis will be guided and supported by the relevant module convener.
5. Hours of work:
  - a. The working hours will include time for: teaching and/or laboratory demonstrating; preparation and/or marking; feedback on the above; administration; all or any of which as may be required and will be calculated using the [Tutor tariffs](#).
  - b. A notional one hour will be paid in respect of a School Tutor's induction when required.
  - c. The total number of hours to be worked will be set out in the School Tutor's contract.
  - d. The scheduling of a School Tutor's hours will be confirmed by the School, normally prior to the beginning of either each academic year or term. The scheduling of teaching may be varied by the Head of School (or nominee) during a term due to unforeseen circumstances.
  - e. If a School wishes to allocate a Tutor to a different module from the one on which he/she has been contracted to teach and/or demonstrate, this will require the consent of the said Tutor which will not be unreasonably withheld.
  - f. A Tutor may make a reasonable request to the Head of School as his/her line manager for time off to attend an academic conference, where this can be reasonably accommodated by the School within the teaching timetable.
6. Rate of pay:
  - a. A School Tutor will initially be paid at point 1 of Grade 6 of the University's single pay spine, according to his/her contract.
7. Incremental Pay Progression:
  - a. Progression through Grade 6 up to the non-discretionary threshold for that grade

will normally be based on automatic annual increment on 1 October (subject to the School Tutor, exceptionally, being denied incremental progression under established procedures for dealing with performance issues).

8. Holiday:

- a. The holiday entitlement for a School Tutor will be the pro-rata equivalent of: 20 days per annum; rising to 21 days at three years' service; rising to 22 days at four years' service; rising to 23 days at five years' service.
- b. Additionally, the pro-rata equivalent of the normally eight public/bank holidays and the University's six minimum service days will apply.
- c. School Tutors will be expected to take their annual leave during their appointment at times when they are not working, and it will not be necessary for them to book their annual leave on MyView. Payment for a School Tutor's accrued holiday entitlement will be paid monthly alongside their salary payment.

9. Maternity, Paternity and Adoption Pay:

- a. Maternity Pay: The University will pay the higher of: (i) any Statutory Maternity Pay that may be due to the individual or (ii) Occupational Maternity Pay as specified in the University's Maternity Guide which will be calculated using the individual's average weekly pay earned over the 12 months preceding the Qualifying Week or over the duration of the School Tutor's contract if shorter.
- b. Paternity Pay: The University will pay two consecutive weeks at the higher of: (i) the applicable rate of any Statutory Paternity Pay that may be due to the individual; or (ii) the individual's average weekly pay earned over the preceding 12 months or over the duration of the School Tutor's contract if shorter.
- c. The University will pay Adoption Pay on the same basis as: (i) Maternity Pay for the primary adopter; or (ii) Paternity Pay for the partner of the primary adopter.

10. Shared Parental Leave:

- a. Entitlement to Shared Parental Leave will be in accordance with statutory provision.

11. Sickness Benefit:

- a. A School Tutor will be eligible for occupational sickness benefit of up to:

Length of service	Full pay ( <i>against which statutory sick pay will be offset</i> )	Half pay
During first 3 months	Two weeks	Two weeks
First year after 3 months	Two months	Two months
During 2nd and 3rd year	Three months	Three months
During 4th and 5th year	Five months	Five months
After 5th year	Six months	Six months

- b. A week's pay for occupational sick pay purposes will be calculated as the School Tutor's actual salary as averaged over the duration of his/her contract.
- c. A School Tutor will be required to follow the University's notification procedure for

sickness absence as set out in Appendix 4. He/she will not be entitled to receive any sickness benefit if the absence notification procedure is not so followed.

12. Pension:

- a. A School Tutor will be eligible to join the Universities Superannuation Scheme (USS), subject to the rules of USS which may be amended from time to time, with effect from the individual's first day of employment.

13. Teaching qualifications:

- a. A School Tutor will be required to satisfactorily complete the University's introductory course on teaching and learning, delivered by the University. The School Tutor will not be charged for this introductory course and will be expected to undertake it in his/her own time.
- b. A School Tutor thereafter will be offered the option by the University of registering on a 15 credit teaching and learning programme delivered by the University which, on successful completion, will entitle him/her to apply for Associate Fellowship of the Higher Education Academy (HEA). The School Tutor will not be charged for this 15-credit programme and will be expected to undertake it in his/her own time. However, on 1 October following successful completion, the School Tutor will be awarded an increment in addition to that referred to in paragraph 7 above.

14. Renewal of contract:

- a. On or before the expiry of a fixed term contract as a School Tutor the University may offer a renewed contract as a School Tutor, subject to: satisfactory outcome from the annual appraisal process and business need.

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