



# Quick Guide

## For Assistant Lecturers

### Why it matters...

Assistant Lecturers (formerly GTAs) play a valuable role in supporting the University's delivery of teaching. They are now paid and contracted in line with other employees.

To support excellence in teaching, Departments are expected to set out expectations for ALs at the outset and provide support and development throughout the role.

To make the most of this development opportunity, ALs must take an active role in their own learning and seek guidance where necessary.

### What is expected of ALs?

- Attending all the compulsory training sessions.
- Engaging with the guidance provided by the module supervisor on the duties of the role including use of teaching materials and preparation. The job description also sets out the duties of the role.
- Speaking to the module supervisor where specific support (e.g. marking) is needed or where there are concerns about performing the duties in the time available.
- Raising concerns and sharing views with the AL representative in the department.
- Achieving Associate Fellowship of the HEA by the end of the first year of teaching. All mandatory training time will be paid. It is not the role of the Assistant Lecturer to develop new class materials or to conduct marking without guidance

# Support in the role

- Engagement letter and Job description and module supervisor should set out what is expected.
- A Departmental induction event and a handbook to provide subject specific guidance.
- Central induction events for all ALs covering e.g. teaching practice.
- Essential training in line with all other employees.
- Module supervisors to regularly discuss learning and development and make time for training.
- ALs to be integrated into Departmental teaching teams and involved in events, module development, etc where appropriate.
- Working towards Associate Fellowship (D1) of the HEA through CADENZA.
- At the end of Autumn term and each academic year, a Departmental workshop aimed at sharing good practice.
- ALs to achieve Associate Fellowship (D1) of the HEA.

# Pay and Contracts

- Overarching employment contract covering the period as a postgraduate student. This is activated by each engagement. There is no entitlement to any future engagements.
- ALs are employees on the [University Pay Scale](#) (sp. 27 and 28). They receive an additional payment in lieu of annual leave, because they are not able to take this during term time. This adds 17.65% to their salary – shown on the pay slip.
- When ALs have achieved Associate Fellowship (D1) of the HEA, they will get a pay rise to sp.28 in the term after. This happens automatically: as the individual employment record is updated, this feeds through to pay.
- ALs should also be paid for any training that they are required to do. Department schedule engagement hours through Essex Hours (P&C system) and monthly pay is according to hours worked each month and centrally submitted to payroll via the department.
- Each module the AL works on will be identified as an additional role in their employment record, and will be identified in the job title by the module code. E.g. Assistant Lecturer – B12345.
- The AL can then easily identify pay according to each role they hold as this detail will be pulled through to their payslip.

# Sources of support

- Module supervisors can provide guidance on expectations and development.
- The Department's AL handbook will provide guidance on teaching arrangements.
- Graduate Teaching Coordinators act as the main link between the ALs and the department. Their role is to ensure that all aspects of training, support, teaching quality and administrative issues function appropriately and effectively.
- AL representatives are the mediators who represent your concerns and feedback in the department and more widely.
- Organisational Development can offer guidance on additional development opportunities.
- ALs in the department: informal discussions and networking between ALs have proved to be highly useful for exchanging experience and good practice and addressing some raising challenges.
- People & Culture can answer all questions regarding contracts and payment at [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)

## Useful tips

- A wide range of training and development sessions are available to support ALs and GLAs. These sessions can be found by checking HR Organiser - search for 'AL' and all the upcoming workshops will be shown.
- Further background on Associate Fellowship is available in the CADENZA Moodle pages or by contacting [CADENZA@essex.ac.uk](mailto:CADENZA@essex.ac.uk).
- ALs should attend the Education Development Conference where colleagues from different departments and campuses meet and promote good teaching practice across the University. ALs can register via HR Organiser.

Contact [Develop@essex.ac.uk](mailto:Develop@essex.ac.uk) for further support. For more Quick Guides go to the [webpage](#).