

# Quick Guide

## To Managing Assistant Lecturers (AL) for Departments

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### 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 Departments?

- Set out requirements of the role and the hours to be worked clearly in the job description.
- Support ALs in understanding the role and what is expected of them, including how to fit their work into the hours they are paid for.
- Ensure that time is set aside for training and development – this is a development role and any hours spent in training that they are required to do must be paid for.
- Supporting achievement of Associate Fellowship (D1) of the HEA
- Provision of teaching materials and guidance on marking.

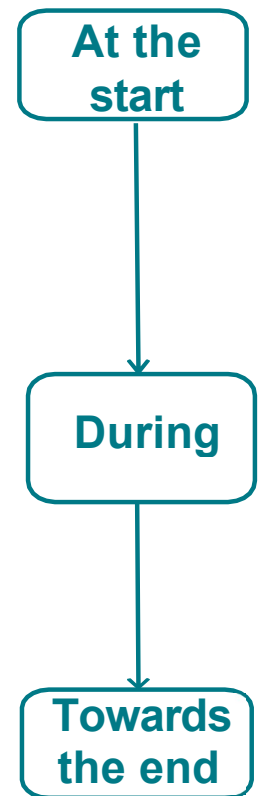
- Involving ALs as part of the Department teaching team. ALs should be represented at either Student Voice or teaching team meetings so there is a direct channel for their feedback.

Find additional guidance here:

- [AL/GLAD Employment guidance](#)
- [Guide to producing AL/GLA contracts](#)

## Timeline

- 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 and GLAs 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) – £16.73 and £17.23 per

hour (Aug 2021). They receive an additional payment in lieu of annual leave, because they are not able to take this during term time. This adds 16.77% 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. Training can be paid for through timesheets.

**People & Culture** can answer all questions regarding contracts and payment at [Staffing@essex.ac.uk](mailto:Staffing@essex.ac.uk)

## Supporting Development

- The most important development support comes from the **module supervisor** – helping ALs to understand what is expected of them to teach that course, providing guidance on teaching materials and on any marking.
- **Organisational Development** provide induction courses (which are mandatory) and other workshops. ALs must attend both central and departmental inductions.
- ALs find **Department induction events** invaluable in helping them understand subject specific issues. These events should cover departmental teaching and assessment practices, student progress procedures, and guidance on academic content.
- At the end of Autumn term and each academic year, a **Departmental workshop aimed at sharing good practice** must be held.
- Materials and guidance to support ALs from induction to developing their education practice can be found in the Moodle pages [Assistant Lecturer Resources](#)

Organisational Development can provide further advice on induction and development events.

## Questions and Answers

### Do ALs need to be paid for all training?

ALs need to be paid for all mandatory training such as induction– this will be 12 hours. The Essential training required by all employees should be paid at 3 hours and should be

completed within 6 months. Developing a CADENZA application for Associate Fellowship is paid at 6 hours.

Any other time spent training that is required by Departments must be paid for – just as it would for other employees. If ALs decide to attend other workshops, time spent on these does not need to be paid for.

### **How do ALs find out about other training?**

These sessions can be found by checking [HR Organiser](#) - search for 'GTA' and all the upcoming workshops will be shown.

### **How are AL posts advertised?**

When Departments undertake their recruitment of ALs, they should place an advert through recruitment highlighting the range of opportunities available and with contact details. They do not need to advertise each post separately.

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