

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

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

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.

HR/September 2023