

POSTGRADUATE TEACHING ASSOCIATES

PAYMENT FOR PREPARATION TIME

The paid preparation time relevant to the work assigned to a PTA should be confirmed in writing.

<b>Activity</b>	<b>Payment</b>
<b>Teaching</b>	
<b>Supported teaching</b>	1 hour of preparation for each hour of delivery
<b>Repeat Supported teaching</b>	Unless otherwise advised in writing no payment will be made for additional preparation time for repeat teaching where the PTA is expected to deliver the content in exactly the same way. Exceptionally, where the PTA is expected to tailor the content to the group they are teaching, payment for one hour of additional preparation time will be made for repeat teaching.
<b>Independent teaching</b>	3 hours of preparation for each hour of delivery
<b>Repeat Independent teaching</b>	Unless otherwise advised in writing no payment will be made for additional preparation time for repeat teaching where the PTA is expected to deliver the content in exactly the same way. Exceptionally, where the PTA is expected to tailor the content to the group they are teaching, payment for one hour of additional preparation time will be made for repeat teaching.
<b>Where the PTA is required to attend Lectures to support follow up teaching</b>	As directed by College/Department.
<b>Additional allowances for scheduled time with students (“office hours”)</b>	As allocated.
<b>Demonstrating</b>	
<b>Laboratory demonstrating at sessions led by academic staff</b>	Payment will include time for setting up/briefing before the formal session with students and any post-session work for example an additional one hour of preparation/setting up time will be paid for a two hour session.
<b>Laboratory demonstrating where the PTA has responsibility for planning and delivery</b>	As directed by College/Department, based on the principles above.
<b>Fieldwork</b>	
<b>Fieldwork – supporting sessions led by academic staff</b>	As directed by College/Department, based on the principles above.
<b>Fieldwork where the PTA has responsibility for planning and delivery</b>	As directed by College/Department, based on the principles above.
<b>Other</b>	
<b>Mandatory training</b>	Already set out in policy.
<b>LTHE</b>	Already set out in policy.
<b>Training for new demonstrators</b>	PTAs will be paid for attending minimum/mandatory training set out the College/Department
<b>Marking</b>	As directed by College/Department. (Payment for marking will be reviewed in 2021/22)

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