

# GTA CONTRACT CHECKLIST

✓ ***Has your contract been issued to you?***

You must have a contract before you start work - ask and ask again!

✓ ***Do you know your Terms and Conditions?***

You will receive your T&Cs when HR formally issue your contract. GTAs have access to employee rights, including sick leave. Get to know your T&Cs and use them when you need them!

✓ ***Are you on the correct contract type?***

GTA: Demonstrators, Teaching Assistants.

Senior GTA: Module tutors.

In general, SEM PGRs who teach are usually issued GTA contracts, and Arts, Humanities and Social Sciences PGRs who teach are usually allocated Senior GTA contracts. There is a pay difference between these roles. Do you feel your teaching goes beyond 'demonstrating' to include e.g. 'supervision'? Request a role review! Just because you're a SEM GTA doesn't mean you can't be a Senior GTA (and be paid accordingly!).

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## ✓ ***Are you on the correct pay scale?***

GtAs start at FA4, SP16 (£13.24 p/hr)

Senior GtAs start at FA5, SP22 (£15.60 p/hr)

Both. If you are teaching in the same department for the second year, your pay should increase by one spinal point (this is called 'pay progression').

## ✓ ***Are you being paid for the work allocated?***

The GTA framework specifies the exact number of hours allocated for key teaching tasks, including preparation, marking, and office hours (e.g., 4 hours of preparation per seminar, 2 office hours for up to 2 seminar groups per week, with an additional 2 hours for up to 4 seminar groups, and 1 hour of marking per 3,000 words of essays). Ensure that you have been assigned adequate hours.

If your department requires you to attend departmental meetings, lectures, or perform administrative tasks such as reporting wellbeing or attendance concerns as part of your teaching duties, additional hours should be allocated for these activities.

***ANY TROUBLE, CONCERNS OR QUESTIONS?*** Contact your UCU PGR Reps!

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For more info,  
see the GTA  
Framework:

