



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■



# Graduate Teaching Assistants Guest Teachers and Emeritus Teachers

**Terms and conditions of employment 2023**



## Contents

1. Contract of employment.....	3	17. Data Protection Act 2018.....	8
2. Review Period .....	3	18. Freedom of Information Act 2000.....	8
3. Training and development.....	3	19. Conditions of Use of IT Facilities.....	8
4. Salary .....	4	20. Emergency access to emails .....	8
5. Superannuation .....	4	21. Use of telephone .....	8
6. Working hours .....	5	22. Use of furniture.....	8
7. Holiday .....	6	23. Trade union membership .....	9
8. Sickness absence.....	6	24. Copyright.....	9
9. Maternity Leave .....	6	25. Resignation, end of fixed-term contracts and notice periods.....	9
10. Paternity/Partner's Leave.....	6	26. Retirement.....	9
11. Adoption leave.....	7	27. Procedures.....	9
12. Neonatal Leave.....	7		
13. Equality and Diversity .....	7		
14. Health and Safety .....	7		
15. Smoking Policy .....	7		
16. Financial Regulations.....	8		



## 1. Contract of employment

The number of hours under this contract is variable and will be dictated by the needs of the School in the fulfilment of its variable teaching commitments. For details of the duties attached to this contract please refer to the details set out in your contract, any relevant documentation provided by your department and the generic role profiles for Graduate Teaching Assistants and Guest Teachers.

If you are prepared to accept this offer of appointment, please confirm this by signing the statement at the bottom of the contract and returning a copy by email to [hr.pay.hourly@lse.ac.uk](mailto:hr.pay.hourly@lse.ac.uk), together with the employee details form and your P45 (if applicable).

To ensure timely payment, please accept your contract by the relevant published cut-off date.

On joining, members of staff are required to show adequate documentation to confirm their right to work in the United Kingdom.

Overseas students with either a Tier 4 or Student visa are generally able to take part-time work during term-time and full-time work during vacations. However, a number of restrictions still apply:

(i) the student must not work for more than 20 hours per week during term time, except where a work placement is to be undertaken as a necessary part of the course of study as agreed by the education institution. LSE has an obligation to monitor these hours and will not pay any hours that exceed the maximum for any one week. Any breach of this rule will be reported to UKVI;

(ii) the student cannot engage in business, self-employment, the provision of services or take work as a professional entertainer or sportsperson;

(iii) the student should not pursue a career by filling a permanent full-time vacancy.

LSE students are restricted to working no more than 20 hours a week during term-time, unless the department with which they are

registered agrees to vary this restriction.

LSE students should seek the permission of their research supervisor(s) prior to accepting their contract. If you are an LSE student, in accepting your contract you confirm that this permission has been received and that this appointment is consistent with any other conditions related to your student status and the terms of any award you hold.

The School issues a 'GTA Guidance 2019' document with each contract and this is attached to the email sent out with the contract.

## 2. Review Period

New appointments shall be subject to a period of review of six months.

Line managers shall advise members of staff on their progress at regular intervals throughout the review period. The School shall provide support to members of staff by offering necessary training.

Your teaching will be assessed via student feedback. Where feedback is not satisfactory, you will be expected to seek support, improve your performance and undergo a further review.

## 3. Training and development

The School believes that the training and development of all staff is in the interest of the School, its constituent departments and of the individual staff members themselves. The Eden Centre, Library, DTS, Organisational Learning, Language Centre and Careers Service all offer a range of internal development and support activities. This includes opportunity for one-to-one support and development around a wide range of issues, seminars and workshops, on-line resources, and in-house newsletters and guides. There is provision for staff at all stages of their careers, though there is particular emphasis on training and developments for those new to the School with a range of specialised induction programmes.



Graduate Teaching Assistants will be expected to attend initial training on teaching and learning in their first year of appointment. Guest Teachers who lack teaching experience may also be required to attend an introductory workshop. All appropriate teachers will be paid to attend the central training of up to 6 half days at a fixed-rate per half day. Experienced teachers are required to attend any departmental briefings and arrange for a one-to-one meeting with a member of the academic staff development team in the Eden Centre.

For further details email: [eden@lse.ac.uk](mailto:eden@lse.ac.uk) or visit the [Eden Centre website](#).

#### 4. Salary

The starting salary for an appointment shall be as set out in the letter of appointment and shall be payable monthly in arrears by bank transfer to a UK bank account. The normal pay day is the last English banking day of each calendar month, except in December when it is the last English banking day before Christmas Day.

This appointment is part-time and the salary shall be pro-rated accordingly.

The annual incrementation date is 1 August. On this date, if the salary is on an incremental scale and is below the standard maximum for the salary band, an annual increment shall be awarded up to the standard maximum for the salary band, unless i) members of staff were appointed or promoted after the preceding 31 January in which case only half an increment will be awarded or ii) members of staff are already only half an increment below the standard maximum in which case only half an increment will be awarded.

Pay awards are periodically applied to adjust the values of points on pay scales, usually from 1 August each year. Pay awards are negotiated at a national level by the New Joint Negotiating Committee for Higher Education Staff (New JNCHEs), which includes representatives of the Universities and Colleges Employers' Association (UCEA) and Higher Education unions, including the Universities and Colleges Union (UCU), UNISON and Unite.

Any change in salary, other than that applicable under normal annual incrementation or pay awards outlined above, shall be confirmed in writing.

Members of staff shall be issued each month with a notice of pay advice that sets out gross salary due, tax, National Insurance and other deductions made and net salary paid. Any errors in salary payments or deductions should be reported to Human Resources immediately.

As a general rule the School does not make advances of salary. For further information, see the [LSE Salary Scales website](#).

#### 5. Superannuation

Employees in salary bands 1 to 5 will normally be eligible to request to join the Superannuation Arrangements of the University of London (SAUL) pension plan, subject to the rules of the scheme in force. Full details of SAUL, including the section of SAUL membership which applies and the current contribution rates, are available from the [Pensions area](#) of LSE's website or the [SAUL website](#).

Employees in salary bands 6 and above will normally be eligible to request to join the Universities Superannuation Scheme (USS) arrangements, subject to the rules of the scheme in force. Full details of USS, including the current contribution rates, are available from the [Pensions area](#) of LSE's website or the [USS website](#).

For staff who do not request to join pension membership, LSE has a legal obligation to assess if they should automatically place employees into a pension scheme. This assessment applies to all members of staff including those on hourly paid contracts and casual staff working irregular work patterns.

Each month the earnings of all workers paid by LSE will be checked and, if an employee satisfies the government criteria for automatic-enrolment, they will be placed into membership of the relevant pension scheme. LSE will inform individuals if this happens and



individuals will have the opportunity to opt out of membership at that point, if they prefer.

More detailed information regarding workplace pensions and automatic enrolment can be found on the [government website](#) and from the [Pensions area](#) of LSE's website.

Both pension schemes are a contributory pension arrangement and contributions are automatically paid via a salary-sacrifice arrangement. This means that a member's basic salary (and any other pensionable salary elements) will be reduced by the required contribution rate to the pension scheme, with LSE contributing to the scheme on behalf of members. PAYE tax and National Insurance will be calculated on the member's adjusted salary.

Further details about the LSE's salary-sacrifice arrangement are available in the [Pensions webpage](#).

The rules of both SAUL and USS are subject to change and may be altered at any time. Staff should consider carefully whether joining membership of SAUL or USS is in their best personal interests. Ideally, they should seek independent financial advice with consideration to their own personal circumstances.

Staff requiring further information on either SAUL or USS should contact the LSE Pensions Team immediately on taking up appointment at [HR.Pensions@lse.ac.uk](mailto:HR.Pensions@lse.ac.uk).

## 6. Working hours

Pay is calculated on the basis of a full-time member of staff working 35 hours per week (excluding lunch breaks).

You are required to attend at the times specified to teach the lectures/classes allocated to you. Your contract specifies your teaching hours and sets out the expected total hours to be worked over the teaching period specified in the contract. Subsequent teaching periods may be offered under this contract, according to the needs of the School in delivering its teaching programmes. Hence the number of hours under this contract is variable and a new calculation of hours will be

made for each subsequent teaching period offered.

An expected number of hours are attributed to each activity - however the exact distribution of your total working hours between activities will vary depending on day-to-day operational demands and requirements.

The standard contractual hours for a teaching appointment shall be built up as follows:

Contact Hours	Actual teaching contract time in hours (i.e. weeks x groups x length of class/lecture)
Preparation	2 hours per different course taught (i.e. weeks x courses x 2)
Lecture attendance and meetings	Actual hours* (i.e. weeks x courses)
Office Hours	1 office hour per 3 groups** (i.e. weeks x groups / 3)
Formative marking (Qualitative subjects)	4 items per student per course; 3 items marked per hour (i.e. 4 x groups x 15 / 3)***
Reports and Registers	0.5 hours per student per full unit per year (i.e. groups x 15 x 0.5)

\*Lecture attendance: departments shall adopt a clear policy as to when lecture attendance is compulsory for pedagogic reasons (e.g. for new teachers or where syllabuses have changed significantly); where attendance is compulsory, this shall be paid. Similarly attendance at regular meetings, for example with a course co-ordinator, shall be paid.

\*\*Departments are encouraged to distribute office hours over the year according to student demand (eg possibly not holding office hours at the start of the year, but holding extra ones before exam periods). It is recognised that in some departments lack of physical space may require alternative arrangements to be made.

\*\*\*Based on 4 items of 1500 word length. Marking regimes are highly variable between courses, so local arrangements may apply. However, departments must ensure their policies on paying for marking are justified,



transparent and rational compared with School practice.

Departments are able to vary the above principles in determining your contractual full-time equivalent according to the specific needs relating to delivery of particular programmes. Therefore, the above model may have been adapted at an individual contract level. Please contact your Departmental Manager if you have any queries about the make-up of your hours.

In the event of a serious breakdown in public transport (e.g. due to strike action or adverse weather conditions), you are expected to make every reasonable effort to get to work unless alternative arrangements are agreed with their Departmental Manager/Head of Department.

## 7. Holiday

The holiday entitlement for full-time members of staff is 25 days' annual leave plus winter closure (five extra days) and spring closure (three extra days) plus public holidays (eight days per year).

The holiday entitlement for part-time members of staff (whether annual leave, closure days or public holidays) is pro-rated as appropriate. Your holiday entitlement is shown in hours on your appointment letter.

You should discuss the precise timing of annual leave with your Departmental Manager/Head of Department. As a Graduate Teaching Assistant/ Guest Teacher, it is expected that annual leave will be taken so as not to interfere with teaching and other operational commitments.

Annual leave accrues from the date of appointment throughout periods of paid service including paid leave.

## 8. Sickness absence

In the event that you are unable to carry out all the duties specified in your appointment letter due to illness or any other reason, you must contact your Departmental Manager/

Head of Department so that a replacement can be sought. You should report any sickness to your manager in accordance with standard sickness absence reporting procedures. The Sickness Toolkit is available on the Human Resources website [here](#).

## 9. Maternity Leave

Pregnant members of staff have a statutory right to take paid time off for antenatal care appointments and a basic statutory entitlement to 26 weeks of ordinary maternity leave and 26 weeks of additional maternity leave.

Additionally, LSE offers all staff, regardless of their length of service, 22 weeks of full contractual (occupational) maternity pay (OMP) (pro rata if part-time). This contractual maternity pay is inclusive of Statutory Maternity Pay (SMP) during the 22-week period. However, following that, SMP continues for a further 17 weeks (subject to compliance with statutory conditions). Contractual pay shall not extend beyond the end date of a contract.

The calculation of occupational maternity pay shall be based on the average full-time equivalent of the post holder in the twelve-month period immediately prior to the beginning of the EWC (or the average full-time equivalent of the post holder in the period between the continuous service start date and the beginning of the EWC if shorter).

Full details of the School's Maternity Leave Policy and Procedures can be found [here](#).

For specific and confidential advice, members of staff should arrange an interview with an HR Adviser from Human Resources.

## 10. Paternity/Partner's Leave

LSE offers all employees, regardless of their length of service, up to twenty days of full contractual (occupational) paternity leave, pro-rated if part-time, which is inclusive of Statutory Paternity Pay (SPP). Full details of the School's Paternity/Partner's Leave Policy and Procedures can be found on the Human Resources website [here](#).



In all cases of paternity/partner's leave, staff should notify an HR Adviser in Human Resources.

## 11. Adoption leave

Eligibility for adoption leave is in accordance with statutory rights.

Members of staff who have completed 26 weeks' continuous service ending with the week in which the adopter was notified of having been matched with a child by an adoption agency are eligible to apply for 26 weeks' statutory paid leave followed by a further 26 weeks' unpaid leave. For further information staff should contact an HR Adviser In Human Resources.

In addition, LSE offers 22 weeks' full contractual (occupational) adoption pay (OAP) to all staff, regardless of their length of service.. OAP is inclusive of Statutory Adoption Pay (SAP) during the 22-week period and is usually followed by 17 weeks of SAP (subject to compliance with statutory conditions). Contractual pay will not extend beyond the end date of a contract.

Full details of the Adoption Leave Policy and Procedures procedure can be found on the Human Resources website [here](#).

## 12. Neonatal Leave

In the case of premature births, in addition to the maternity and paternity/partner's leave provisions, qualifying employees are entitled to an additional period of leave which is paid at full pay (pro-rata for less than full-time employment).

An employee whose baby is born prematurely and requires hospital treatment is entitled to neonatal leave for every week (i.e. seven days) that their baby is in neonatal care prior to the Expected Week of Childbirth (EWC), (up to a maximum of 12 weeks).

## 13. Equality and Diversity

Equality and diversity are central to the aims and objectives of the London School of

Economics and Political Science. The School actively promotes the involvement of staff and students, men and women, from all social, economic, ethnic, cultural and religious backgrounds. The School recognises that this is integral to ensuring that it delivers the best possible service to its students, staff and the wider community.

In all employment relationships entered into by the School, it will seek to ensure that people are free from discrimination on the grounds of age (subject to statutory retirement requirements), disability, race, nationality, ethnic or national origin, gender, religion, sexual orientation, personal circumstances, political affiliation or trade union membership.

The diversity of staff and the participation of staff in the School's decision-making processes are included in the School's institutional values stated in the Strategic Plan. As an employer, the School strives to ensure that all its members of staff are able to develop to their full potential and are treated with dignity and respect. Policies and procedures have been developed and are constantly reviewed in order to ensure that the needs of all staff are met.

The School runs a variety of personal development and training initiatives for all staff including equality and diversity training, which can be accessed at the following [link](#).

## 14. Health and Safety

Members of staff have responsibilities in relation to health and safety and must comply with the School's Safety Policy. Failure to do so may be a disciplinary offence. The full text of the Safety Policy can be found on the [Health and Safety website](#).

## 15. Smoking Policy

Smoking is prohibited inside all buildings on the Houghton Street campus, all LSE halls of residence, including residents' rooms, and any other building or facility managed by the School. The prohibition extends to building entrances, including doorways, steps and ramps and external fire escape stairways and escape routes.



The School's Policy on smoking can be found [here](#).

[website](#).

## 16. Financial Regulations

Members of staff have a general responsibility for the security of the School's property, for avoiding loss and for due economy in the use of resources. Compliance with financial regulations and procedures is compulsory for all members of staff.

The Financial Regulations are updated annually and the current version can be found on the [Finance Division website](#).

## 17. Data Protection Act 2018

Members of staff have a responsibility to manage the personal data of other staff, students, applicants, alumni and members of the general public in line with the principles of the Data Protection Act 2018 and the London School of Economics' privacy notices.

Advice on the application of Data Protection principles should be sought if necessary from the School's Data Protection Officer. For further information please refer to the School's [Data Protection website](#).

## 18. Freedom of Information Act 2000

Members of staff are responsible for managing their records so that they can respond to Freedom of Information requests within 20 working days. They also need to be aware of what is on the Publication Scheme, so that they can point requesters to it. The Publication Scheme should also be used proactively to publish as much information as possible.

For further information and advice please refer to the [School's Freedom of Information website](#).

## 19. Conditions of Use of IT Facilities

Members of staff must comply with the Conditions of Use of IT Facilities. These conditions are updated periodically by the Data and Technology Services and the current version can be found on the [DTS](#)

## 20. Emergency access to emails

Members of staff who are on holiday or absent from the School for any other reason should set up an 'Out of Office Assistant' message for the duration of their absence and, if appropriate, leave a contact number. Members of staff should be aware that their emails could be checked for any legitimate search for relevant School-related messages if they are either absent or on holiday, and it is not possible to contact them (either because they are on holiday or have not left a contact number).

Members of staff should be aware that their emails could be checked for any legitimate search for relevant School-related messages once they have left the service of the School.

## 21. Use of telephone

The School has a telephone system that automatically logs details of all calls (ie the recipients and duration) made and received. Members of staff should be aware that telephone usage records are sent to managers on a monthly basis.

Personal calls should, as far as practicable, be made outside working hours. Members of staff may however use the School phone system during working hours to make short occasional personal calls to local or national numbers. Members of staff who need to make personal calls of a longer duration, or calls to international numbers should do this in their own time. These calls may be made by using their personal account on the School's telephone system.

## 22. Use of furniture

The School has a right to expect any locked drawers or cupboards to be opened on request. Members of staff who are on holiday or absent from the School for any other reason should leave a key with colleagues to allow access, as appropriate.





### 23. Trade union membership

The School recognises the following trade unions: the University and College Union (UCU), UNISON and Unite. Members of staff usually choose to join the union which represents their staff group - Graduate Teaching Assistants and Guest Teachers are represented by the University and College Union. For further information please contact the membership secretaries.

The names of the current membership secretaries and the subscription rates can be found at the following [link](#).

### 24. Copyright

The copyright of work that members of staff produce as part of their employment shall belong to the School.

### 25. Resignation, end of fixed-term contracts and notice periods

Members of staff can resign by giving at least two weeks' notice in writing; this notice may be shortened or extended by mutual agreement, but notice periods shall not be extended during closure periods.

If it is necessary for the School to terminate the contract of a member of staff, the greater of four weeks' notice or one week's notice for each completed year of continuous service will be given, up to a maximum of 12 weeks' notice.

Members of staff should resign in writing to their Departmental Manager/Head of Department. A copy of the letter should also be sent to Human Resources.

Where appointments are for a fixed term, no period of notice other than that implicit in the letter of appointment is required to bring the contract to an end on the expiry date. If you wish to continue to work at the School after the expiry of this appointment, you may find it useful to consult the list of vacant posts regularly updated by Human Resources [here](#).

Any outstanding loans or advances shall be deducted from the amount of all monies due on the termination of employment. If any

amount remains outstanding after the termination of employment, a direct payment should be made payable to the School.

### 26. Retirement

Staff who wish to retire from LSE are required to resign in writing from their post, to their Head of Department/Head of Service (copy to HR) providing at least their contractual notice. Human Resources will acknowledge receipt and confirm acceptance of the request to retire by reason of resignation. LSE's pension schemes (USS and SAUL) retain a Normal Pension Age (NPA), as will the State Pension. Staff are advised to read the School's Retirement Guidelines for further information. This document can be found on the Human Resources website.

### 27. Procedures

The School does not have disciplinary or grievance procedures specifically relating to these contracts. Any disciplinary action taken in connection with this appointment, and any action taken in relation to a grievance raised, will follow the principles laid down in the ACAS advisory handbook, 'Discipline and Grievances at Work'.



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**[info.lse.ac.uk/Staff/Divisions/  
Human-Resources](http://info.lse.ac.uk/Staff/Divisions/Human-Resources)**

This information can be made available in  
alternative formats, on request.  
Please contact: Human Resources

Design: LSE Design Unit ([lse.ac.uk/designunit](http://lse.ac.uk/designunit))

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