Summary

- What is teaching support and why take part?
- Recruitment process
- Contracts and payment
- Required training
- How to sign up
What is teaching support?

A vital part of our teaching, adding to the student experience:
- Detailed teaching of some course content
- One-to-one help and in-person feedback
- Written assessment and feedback
- Design of practical exercises and activities
- Planning of lectures, tutorials, labs
- Etc.

“Support” for course lecturers
Why take part?

- Pleasurable, rewarding!
- Developing subject area knowledge, discovering new research
- Developing transferrable skills: communication, leadership, presentation, organisation, time management
- Good practice if interested in academic career!
- Boosting your CV
- … and payment for your work
Recruitment process

- Beginning of year: ITO advertises set of roles/course + number of hours/role.
- For UG Hons, Taught PG, PGR students
- Roles help with delivery of the course
- Available roles: tutor, demonstrator, marker, teaching assistant (TA)
- Course organisers are responsible for:
  - guidance and support
  - handling grievances or complaints
  - have ultimate academic responsibility for course
Available roles

- **Tutor** (for all):
  - Preparation + delivery of tutorial from material
  - Reporting attendance
  - Answering to student questions
  - Providing oral feedback to students/ feedforward to course team

- **Demonstrator** (for all):
  - Hosting lab session
  - Answering to student queries
  - Providing oral feedback to students/ feed forward to course team
Available roles

- **Teaching assistant (TA - PGR students only)** - one or more of:
  - Designing assessed/unassessed coursework
  - Designing tutorial material
  - Preparing slides and lecture notes
  - Creating and updating course information
  - Answering course-related student queries
  - Occasional delivery/support in delivery of lectures
  - Other similar support duties if mutually agreed
### Available roles

**Marker (PGR students only):**
- Marking assessed or formative coursework
- Providing feedback to students
- Submitting initial marks for approval by lecturer
- Answering student queries on marks and feedback

**Exam marker (PGR students only):**
- Same as marker but marking exams.
Non-honours students cannot take on teaching

Hons UG and Taught PG students:
- Cannot be enrolled on courses which they are teaching
- Can take maximum 3 tutor or 2 tutor + 1 demonstrator role/ semester
- Cannot be markers (unless part of tutoring), exam markers or TAs
- Must have taken course in their UG degree
- Hons students must have average 1st class in previous years
For PGR students:
- If >40 hours/year -> seek supervisor approval!
- Max 132 hours/year (unless PCD)! Extra not paid.

Overseas PGR students funded by RA contract can take max 20 hours/week due to visa
Contracts and payment

- Guaranteed hours contract with specific number of hours per each appointment role.
- You must submit weekly timesheets to teaching-support@inf.ed.ac.uk using the given template.
- Submit the last timesheet of the month before the 26th.
- Payments on the 28th of the month.
- Payment starts at UE06 scale (14.95 £/h), and increases with each year of experience.
Normal maximum allowances:
- Tutors: declared tutorial h * 2 + Inf training
- Demonstrators, markers, TAs: declared h + Inf training

If working more than 20% above profile in any week -> contact your academic supervisor

When you reach 90% of total number of hours email teaching-support@inf.ed.ac.uk

You MUST NOT work additional hours without permission from Informatics Student Services
6 main training sessions each semester:

**First session:** Wednesday 2-4 pm in week 2

- If you are new to teaching, you **must** take the ‘Essential’ session(s) corresponding to your role(s); **failure to do so may result in not being re-hired**
- ‘Advanced’ sessions on more in-depth discussion following the ‘Essentials’
- Attendance paid at hourly rate for all sessions for everyone with a teaching contract
- Sessions announced on training website (see references) and by email to tutors mailing list
Week 2:
- Essentials of being a Demonstrator in Informatics
- Essentials of being a Tutor in Informatics

Week 3:
- Essentials of being a Marker in Informatics
- Essentials of being a TA in Informatics

Week 4: What makes a good tutor and demonstrator in Informatics? *Invited: Iain Murray*

Week 6: What makes a good marker and provider of feedback in Informatics?

Week 8: Supporting students *Invited: Disability Service, Student Counselling*

Week 10: Gathering Feedback workshop
Provisional Training Schedule
Semester 2

- **Week 2:**
  - Essentials of being a Demonstrator in Informatics
  - Essentials of being a Tutor in Informatics

- **Week 3**
  - Essentials of being a Marker in Informatics
  - Essentials of being a TA in Informatics

- **Week 4:** Troubleshooting tutorials and labs
- **Week 6:** Marking workshop
- **Week 8:** The basics of a teaching accreditation
- **Week 10:** Final reflection workshop
Potential additional sessions for more experienced teaching support staff (check email):

- Using technology in the classroom
- Teaching accreditation workshop
- Designing courses
- Lecturing and more novel ways of teaching
- Supervising students
Numerous IAD (Institute for Academic Development) university-wide courses

Some future orientation courses:
- Effective Tutoring Introduction (20 Sep)
- Tutoring in the Sciences (27 Sept)
- Introduction to Laboratory Demonstrating (4 Oct)

Enhanced development courses on supporting students, accreditation, lectures.
How to sign up

Before signing up:

• Access the Theon vacancy webpage: https://portal.theon.inf.ed.ac.uk/reports/teachsupp/vacancies/index.html

• Read role requirements and course web page

• Check with supervisor/ sponsor/ grant holder if necessary

• If you are on a Tier 4 visa, check the vignette and Biometric Residence Permit for work restrictions

• If necessary, obtain a National Insurance Number (NIN) from HMRC and a UK bank account
How to sign up

Stage 1:

A) Once a year, fill in the CV-style Teaching Support Applicant Information form

B) Make an appointment with the Teaching Support Administrator to bring in:
   • Current and valid Passport
   • EU nationals: currently expired passport AND EU ID card
   • Non-UK citizens: visa/other supporting documentation
   • If no NIN on form, NIN appointment letter

Stage 2: Fill in the Teaching Support Application for Work form for all posts (max 3 once)

Stage 3: Discuss role & contributions with lecturer
After you have signed up

- Course organisers decide on who to appoint
- If you are accepted, you will receive an email confirming the post and number of hours
- One email for each post where accepted
- Wait for such an email for 2 weeks before contacting the ITO
- Once appointed, the ITO will contact you regarding the contract if you don’t have one
- Fill in contract documentation asap to be able to receive payments! The deadline is 14 days.
Some resources

- Teaching support Informatics webpages: [http://web.inf.ed.ac.uk/infweb/student-services/teaching-support](http://web.inf.ed.ac.uk/infweb/student-services/teaching-support)
- Sign-up page: [https://portal.theon.inf.ed.ac.uk/reports/teachsupp/vacancies/index.html](https://portal.theon.inf.ed.ac.uk/reports/teachsupp/vacancies/index.html)
- IAD website (especially section on teaching): [http://www.ed.ac.uk/institute-academic-development](http://www.ed.ac.uk/institute-academic-development)