

# Part Time Lecturer (PTL)

## Working at SRC



### Contractual details

 Your rate of pay, dates of employment, hours of work, location and line manager are set out in your contract. Please sign and return this by email to your Faculty Administrator (FA) asap. On receipt of your signed contract, HR notify IT Support who will activate your IT user name and password and will pass these to your Head of Faculty. Please note that your contractual hours not only include the delivery of the class but also include any associated duties eg time taken to prepare, mark homeworks and assess work.

### Timetable

 You will receive a timetable which details your contracted student contact hours for the academic year - this will be attached to your contract. If the timetable is missing or has been communicated to you verbally, please request a written copy from your FA. If there is a change to your working hours during the year, then you will be issued with an amendment to your contract and a new timetable from your FA. The days, times and hours of work may vary throughout the academic year and from one academic year to the next. If you are unable to take up your contracted hours in an academic year, you are required to reapply in the following academic year to the part-time lecturers' register.



### Marking the class register

 You must mark the class register at the start of every class. This is a legal requirement. Each register and all records of work must be completed and returned to the College. These records must be kept up to date and be available for inspection. When you mark your class register, this links to your payclaim



### Setting and assessing classwork and homework

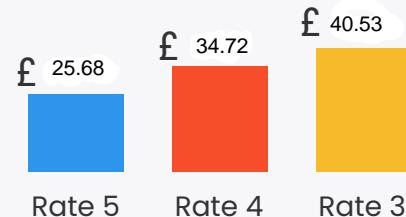
 You may be required to set classwork, homework, assess work and keep a record of class marks. All work must be in accordance with the syllabus/course specification laid down for the class and available from your line manager. You will draw up a scheme of work for the class at the beginning of the session and submit a copy to your Line Manager for approval. You may be required to keep a synopsis of the work completed at each class meeting. In the case where reports are required, you may need to set and mark exam papers and complete report forms for the learners.



### Remuneration

 Payment for contracted hours is at the hourly paid rate appropriate to the grade of work. Rates of pay for the current year are as determined at the Lecturers' Negotiating Committee. Additional hours may be worked by mutual agreement and paid at the rate for the category of work.

 Required attendances for other than student contact will be remunerated at the hourly paid lecturer rate applicable to that course. Required College attendances, which are considered by the College not to be so related, will be remunerated at the rate which you receive for the majority (i.e. over 50%) of your student contact hours.



### Hourly pay rates

 You should submit your payclaim in line with the payclaim timetable using the PTL Payclaim Portal which is located on SRC's intranet. Payments are made by credit transfer one month in arrears. You should have a bank account and to agree to payment by BACS.

## College expectations

We expect you to turn up! Please do not over commit yourself! Be truthful about your level of experience and knowledge to enable you to teach! Our learners come first and we do not want to let them down.



## Sickness

If you are unable to attend due to sickness or any other reason, please give your line manager as much notice as possible. You are entitled to occupational sick leave and sick pay, for up to 3 weeks in any one academic year. PTL staff are included in the College's sickness absence monitoring procedure.



## Holidays

You are entitled to holiday pay which is paid on a pro-rata basis at the end of the academic year (accrued at the current statutory entitlement of 12.07%). Holiday entitlement does not accrue during planned College closures except if you are required to work during such periods. You will be paid in lieu, a pro-rata entitlement of your annual leave based on your teaching hours in that year.

## Notice of termination of contract

The appointment may be terminated by giving you not less than two weeks' notice, taking into account statutory entitlement, expiring at any time before the expiry date specified or by the lecturer giving not less than two weeks' notice to the Director to expire at any time before that date.



## Suspension of class

If the College needs to suspend or cancel a class which is beyond your control, the College will try to find a suitable alternative date for the class. Where it is not possible to rearrange the class, you will be entitled to payment for a period of up to 2 weeks. If you attend to take a class having received no notice of its cancellation a reason determined by the College, you may claim payment for a period of up to two weeks.



## Family friendly policies

The College recognises that employees will have commitments outside of work, which may require absence from work for a period of time and so wish to consider changes/amendments to work patterns. The College has developed a range of policies that may assist employees to achieve a work/life balance.



## Pensions

You will automatically become a member of the Scheme however should you wish to opt out, please contact Teachers' Pensions for further details.



## Trade Union and Collective agreements

Pay and conditions of service are negotiated with the recognised Trade Union (UCU).

## Disciplinary and grievance

PTL staff are subject to the College disciplinary and grievance procedures.



## Academic Calendar

A copy of the academic calendar is available on the College's website.





## Inventions, Designs, Patents and Copyrights

All inventions, designs and written materials undertaken during normal working time and/or with the resources owned by the College belong to the College.

### Email



Most communication is sent by email - you must check your emails for correspondence. Staff emails usually follow this format: [surnameinitial@src.ac.uk](mailto:surnameinitial@src.ac.uk). Students all have their SRC email addresses – you should contact them by this address not their "personal" email address.

### Travel expenses

Travelling expenses between home and the College will not normally be paid.



### Enrolment

Please check that students are properly enrolled before letting them join your class. Where fees have not been paid please inform the Finance Department immediately.



### Accidents

Any accident must be reported immediately using the Occurrence Report form. You should report anything that may put your own or others health and safety at risk.

### Fire evacuation

Please make yourself familiar with the fire evacuation procedures on the campus you are teaching. If the fire alarm sounds, remember to put on the hi-vis vest which is on the back of the classroom door and escort your class to the meeting point. Do not let any of your class wander off. Take a hard copy of your register with you so that you can check if anyone is missing.



### Safeguarding

Please ensure that you read and understand the College's Safeguarding policy. Our overriding concern is the care, welfare and safety of the student. Information given to members of staff about possible abuse cannot be held "in confidence". If a student makes a disclosure to you must act promptly. You should not investigate but report your concerns immediately to the designated Safeguarding Officer.



### Learning Support

The Learning Support Team provide additional support to students with disabilities. Further details are available on SharePoint.



### Staff ID Badge

You must wear your staff ID badge and lanyard at all times. This is for security reasons and it identifies you as a staff member. Your line manager will co-ordinate the production and delivery of your badge.



### Carpark Permit

Please apply for a carpark permit which allows you to park in any of the campuses - apply through the Estates Helpdesk. The permit must be clearly displayed on the windscreen of your car.



### Photocopying

Photocopiers are activated via a keypad with your user name and password. Print credit of £500.



### Access to classrooms

A caretaker is available on campus during the day and at night who has a master key and will open and lock up the classroom for you. A list of the caretakers and their phone numbers are available on SharePoint. Your Staff ID Badge will give you access to Armagh and Banbridge teaching spaces.

