



## 2016 Summer School Class Teacher Contract

<b>Duties</b>	A summary of the Summer School Class Teacher duties is included on <b>page 2</b> . Full details are included on pages 3 – 5.
<b>Payment</b>	Details of the payment schedule for teaching staff are included in section 2 of <b>page 3</b> .  <b>Please note that particular attention should be paid to the section relating to staff members ensuring that they are included in the payroll (page 3).</b>
<b>Timetable</b>	A timetable including deadlines is included in section 1 on <b>page 3</b> .
<b>Personal Details</b>	Please complete every section on <b>page 8</b> .
<b>Signature</b>	Please sign <b>page 8</b> of the contract and return it to the Summer School Office by 6 June 2016.  This can be done by entering the relevant details on screen, signing it electronically and emailing it to <a href="mailto:summer.school.admin@lse.ac.uk">summer.school.admin@lse.ac.uk</a> ; or by printing, signing, and scanning the document to email to <a href="mailto:summer.school.admin@lse.ac.uk">summer.school.admin@lse.ac.uk</a> ; or by printing the document, completing and signing page 7 and sending the hard copy to the Office at the following address: Operations, SSEP, 95A.1.05, LSE, Houghton Street, London WC2A 2AE.

## **Summary Summer School Class Teacher Duties**

To assist the Lecturer/s in the delivery of the Summer School Course including the following duties:

- Preparing for and delivering classes for the course.
- Invigilating examinations.
- Marking examination scripts and/or coursework, together with the Lecturer/s, ensuring submission of results by the specified deadline.
- Updating Moodle content as required by the Lecturer/s.
- Taking daily class registers using the online class register system.

## Key information for Class Teachers

### 1. Timetable for 2016

	Session 1	Session 2	Session 3
Start of Session	20 June	11 July	1 August
Midterm Examination	28/29/30 June	19/20/21 July	9/10/11 August
<b>With Lecturer, provide midterm examination grades</b>	<b>1 July</b>	<b>22 July</b>	<b>12 August</b>
Final Examination	8 July	29 July	19 August
End of Session	8 July	29 July	19 August
<b>With Lecturer, provide final examination grades</b>	<b>14 July</b>	<b>4 August</b>	<b>25 August</b>
Payroll*	31 August	30 September	30 September

\*Payment is always made at the end of a month and where possible, payment is made at the end of August for courses taking place in Session 1 and at end of September for courses taking place in Session 2 and Session 3, though this is not guaranteed and in some cases it may be necessary for payment to be made in the following month.

### 2. Payment Details

Payments to Class Teachers will be at the rate of £90 per class hour, or £125 per class hour for current, full-time LSE academic faculty, i.e. those with permanent, (tenure or tenure-track) lecturing appointments at the School. Please note that this payment includes any class preparation and Moodle work outside of teaching hours, as well as advance holiday entitlement (which comprises 18.64% of the total remuneration stated). Invigilation is paid at the rate of a maximum of £25 per exam, and a payment of £9 is made for each exam script marked.

A 'Payment Claim Form' will be emailed to all Class Teachers during the course. This must be completed and returned to the Summer School Office (SSO) after the course has finished. Payment will only be authorised after the following three things have been returned to the SSO: i) the Payment Form; ii) examination marks; and iii) all Class Registers (confirmed as completed). Failure to return any of these may result in a delay in payment.

Payment is usually made through the LSE payroll system on the next payroll deadline after the last day of teaching in each session. In cases where Class Teachers have provided all the necessary information but do not receive payment in the appropriate month, the payment will be made at the end of the following month.

Class Teachers not on the LSE payroll (i.e. those who have not taught at LSE before or have not been paid by LSE for more than 3 months) will need to provide the following information in order to be paid:

- Employee Details
- Bank/ Building Society Details
- P46
- Entitlement to work in the UK (passport) – see page 7 for guidance on eligibility to work in the UK

These forms can be found here:

<http://www2.lse.ac.uk/study/summerSchools/summerSchool/Staff/Teaching-staff.aspx>

If Class Teachers wish for special arrangements to be made for their payments (e.g. tax treatment under schedule D, or for non-UK residents), it is essential that they contact the SSO as soon as possible.

Staff members can request to join a pension at any stage. To do this they should contact the pensions team in HR. If a member of staff does not elect to join a pension scheme, they will be assessed under auto-enrolment rules, and will be automatically entered into a scheme should they meet qualifying criteria.

### 3. IT Access

All Class Teachers will need a LSE IT account before the start of the programme in order to carry out their duties.

Class Teachers who do not have a personal LSE IT account must complete the following form and return it to the Summer School Office at least two weeks before their teaching begins.

<http://www2.lse.ac.uk/study/summerSchools/summerSchool/Staff/Application-to-use-IT-facilities-at-LSE.pdf>

### 4. Teaching workshops

Class Teachers new to the Summer School, and those that have taught in the past but whose student evaluations fell below the standard expected, will be required to attend a Summer School Class Teaching Workshop organised by the Teaching and Learning Centre prior to the start of each session. Those Teachers required to attend this session will be contacted directly by the Summer School Office with the relevant dates. A one-off payment of £50 will be made for attendance at these sessions and paid at the same time as the class teaching payment.

### 5. Teaching Arrangements

Summer School courses normally consist of 36 hours of lectures and 18 hours of classes (1.5 hours per class). This contract is for up to 18 hours per class group unless a greater number of hours has been approved in advance by the Summer School Board. The number of class groups offered is determined by the Summer School Office and is subject to change. The Summer School does not pay for office hours, unless agree in advance.

The Lead Lecturer on the course is responsible for ensuring clear coordination between the lecturing and class teaching staff, and for agreeing the teaching schedule with the Summer School Office prior to the start of the programme.

This contract is for a minimum of zero up to a maximum of 4.5 class hours per day. Normally a maximum of two class groups are allocated to a Class Teacher, totalling 3 hours of class teaching per day. In exceptional circumstances, 3 groups (4.5 hours of class teaching in a day) may be allocated to a Class Teacher but this will only be in cases specifically agreed with the Summer School Office. The number of groups for each course depends on the number of course participants, which is usually not known until shortly before the course begins. This means that the Summer School Office is unable to guarantee a particular number of class groups.

In 2016, class times for courses with two or more groups will rotate meaning a class group will alternate through the session between an earlier class time and a later class time. This has been implemented in response to student demand. Courses with just one group will have a class time that will be fixed for the session.

### 6. Class Registers

Class Teachers are required to take a daily class register for each of their class groups using the online system. Instructions can be found here:

<http://www2.lse.ac.uk/study/summerSchools/summerSchool/Staff/Class-Registers.aspx>

It is essential that these registers are accurate as students who choose not to be examined can only obtain a certificate (of attendance) provided that they have participated in 75% of the classes.

**The Summer School will withhold payment if class registers are not complete.**

### 7. Preparation of Course Materials & Administrative Arrangements

The Summer School Office is responsible for all administrative arrangements related to the programme, (including room bookings, reprographics and examination arrangements). Class Teachers should not, therefore, make any such arrangements without consulting the Summer School Office in advance. In particular, the Summer School Office must be informed in advance of any proposed changes to the normal teaching schedule.

Lecturers and Class Teachers should manage Moodle content themselves. This may require set up work prior to the start of the course.

In the event that a Class Teacher is unable to carry out their duties specified due to illness or any other reason, they must immediately contact both the Summer School Office and the course Lecturer/s so that a solution can be sought. In addition to this, they should report any sickness to the Summer School Office in accordance with the standard sickness reporting procedures. Details of these are available here:

<http://www2.lse.ac.uk/intranet/staff/humanResources/changingCircumstancesMovingOn/absence/sicknessAbsenceProcedures.aspx>

## **8. Examination Arrangements and Marking**

The standard format of courses is for there to be a mid-session assessment and a final 2-hour written examination. The mid-session examination, if there is one, will take place on the second Tuesday, Wednesday or Thursday of the course and the final examination will be on the final Friday of the course. Examinations are of two hours duration. Every course will also have at least one formative assessment.

Examinations are held under normal LSE examination conditions. External Invigilators will be assigned to each examination and will act as the lead invigilator. Copies of the rules for invigilators, including actions in cases of suspected cheating or other irregularities, will be supplied.

Class Teachers normally co-invigilate examinations. They are required to report to the Summer School Office 30 minutes before the examination commences in order to collect the examination materials and to assist the lead invigilator in setting up the examination rooms. Invigilators will collect completed scripts and any surplus examination materials and return them to the Summer School Office immediately after the examination has finished. Students may not take away any examination materials.

The Summer School is subject to LSE's Quality Assurance procedures, with External Examiners appointed for each subject area. We are required to ensure that 10% of the final examination scripts are 'blind' double marked. A sample of final examination scripts will be reviewed by the External Examiner.

Lecturers are responsible for setting the examination and supervising the marking, but Class Teachers are normally responsible for the actual marking. Where Class Teachers agree to mark Summer School examinations, it is the Lecturers' responsibility to ensure that they are adequately supported in this by provision of model solutions, marking guidelines and the like. Class Teachers should inform the Summer School Office if adequate support is not available.

All examination marks must be recorded on a spreadsheet template which will be provided by the Summer School Office. The Summer School Office will not accept marks which fail to be recorded in this way. All examination marks, in the appropriate format, are required within one week of the examination.

Any marking must be done promptly, and the marks returned to the course Lecturers, who have responsibility for verifying and moderating the marks, arranging double marking, assigning grades and final grades, and returning signed mark-sheets to the Summer School Office. The Programme Director of the relevant programme will check the grade distributions before the Summer School Office releases the marks to students. Students will expect midterm and final exam results to be delivered by the deadlines given in the timetable in 1. on page 3 of this document.

**Students may not appeal their exam results. If any student queries their results, then Class Teachers should inform the course Lecturer/s immediately.**

**If examination marks are not returned to the Summer School Office in the agreed format within one week of the end of the course, then the Summer School will not authorise teaching payments until the examination marks are received.**

## **9. Dress Code**

Class Teachers should project a professional demeanour by dressing appropriately in class; smart-casual clothing is fine.

## **10. Relevant School Policies and Regulations**

These can all be found here:

<http://www2.lse.ac.uk/study/summerSchools/SSEPPoliciesandRegulations.aspx>

### **Disciplinary & Grievance Procedures**

Any disciplinary action taken in connection with this appointment will comply with the appropriate School procedure. Any grievances should be raised initially with the Programme Director responsible for your course. Any grievance procedure undertaken will comply with the appropriate School procedure as outlined in the Employment Act 2002.

# Eligibility to Work in UK (ETW)

## Guidance

### EU/EEA Countries

#### List of member states in the EU and EEA

Austria	Greece	Norway
Belgium	Hungary	Poland
Bulgaria	Iceland	Portugal
Croatia	Ireland	Romania
Cyprus	Italy	Slovakia
Czech Republic	Latvia	Slovenia
Denmark	Liechtenstein	Spain
Estonia	Lithuania	Sweden
Finland	Luxembourg	United Kingdom
France	Malta	
Germany	Netherlands	

\* Switzerland is not an EU/EEA country with no restriction.

### Non-EU/EEA Countries

The rules below are to be met at all times to avoid breaching the UKBA regulations. Failure to do so could result in receiving fines of up to £10k per breach, the licence of the employer being revoked, as well as the permit bearer being prosecuted and having the right to remain in UK removed and having to return to their country.

#### **Tier 1:**

There is no restriction as long as the permit is valid for the whole duration of the contract.

#### **Tier 2:**

If sponsored by another company, the bearer of the permit can work up to 20 hours per week as long as it is in the same capacity. Their permit must be valid for the whole duration of the contract.

If the bearer is sponsored by the School, there is no restriction applying beside the validity of the permit.

#### **Tier 4 (student permit):**

A student is allowed to work up to 20 hours per week during term time.

Out of term time, most students are allowed to work up to 35 hours per week. MSc (1 year) still fall within the rule of 20 hours and must not be working in excess of this rule. PhDs can work in excess of 20 hours during the holidays that have been previously agreed with the course tutor. Hours in excess of the rule will be considered as being forfeited and will not be paid.

#### **Tier 5:**

If the bearer of a Tier 5 is being sponsored externally, they cannot be working, whether paid or unpaid, outside the capacities they were given the permit.

If in any doubt, please do not hesitate to contact the Summer School Office or HR for further guidance.



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**11. Personal details**

11.1. Name of Class Teacher	
11.2. Date of birth (for payroll purposes)	DD/MM/YYYY
11.3. LSE ID	
11.4. Course Code / Title	
11.5. Period in 2016	Session 1: 20 June - 8 July Session 2: 11 July - 29 July Session 3: 1 August - 19 August

**12. Signatures**

Summer School Office Signature

Name: Elizabeth Aitken  
Director of SSEP

Date

DD/MM/YYYY

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Class Teacher Signature

Name:

Date

DD/MM/YYYY

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