

Greek and Latin: Postgraduate Teaching Assistant work overview

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Module: Beginners and Intermediate language modules	
Period of work: per term	
Contact	
Timetabled teaching contact hours	2 classes per week = 20 hours per term
Preparation	
Preparation (2 hours of preparation per 1 hour of contact time)	2 hours per class = 40 hours per term
Administration	
Office hours (completing registers and liaising with module tutor)	2 hours per term
TOTAL HOURS	62 hours per term
Contract type Pay for work averaged over the period of work	
PGTAs will accrue annual leave hours which will be paid in addition to their working hours and shown separately on their pay slip. Committee service may be paid separately.	
Additional work indirectly related to module(s). <i>NB additional work is per year and regardless of how many modules are being taught or over how many terms. Such additional work will be accounted for once in PGTA contracts depending on the number of terms.</i>	
Mandatory online training (N/A if already completed)	5 hours (once)
Arena training (N/A if already completed)	3.5 hours (once)
Local training, e.g. induction	3 hours per year
Performance feedback, probation	0.5 hours per term

The hours set out in this document are indicative only and may vary, for example if student numbers increase or decrease.

Useful links:

- [PGTA Code of Practice](#)
- [PGTA hub](#)