



To:

Mr A N Other

Address:

Department of Economics, LSE

Date of birth:

a.n.other@lse.ac.uk

Email:

a.n.other@lse.ac.uk

Dear Colleague,

TEACHER APPOINTMENT

I have pleasure in offering you an appointment, as follows:

Name of Department/Institute:

Economics

Job Title:

Graduate Teaching Assistant

Departmental Contact

Nathifa Hall

LSE course on which the student is registered (if applicable):

PhD in Economics

Terms:

Academic Year 2018/19

Teaching Start Date:

27 September 2018

Teaching End Date:

14 June 2019

Salary Band and Step:

Salary Band 5 Step 18.0

Market Supplement

£8 per hour

Contract End Date if fixed-term appointment:

14 June 2019

Reason for fixed-term appointment (if applicable):

GTA Scheme

Does the appointee have the right to work in the UK?

Yes

What is their current immigration status?

UK/EEA National

PhD Student

Course Number & Title	Term	Weeks	Number of groups	Contact hours	Preparation (hours)	Lecture and Meeting Attendance (hours)	Office Hours	Items to be marked	Items marked per hour	Marking (hours)	Unit (full=1.0; half=0.5)	Administration (hours)
E102, Economics B	MT<&ST	25	5	125.00	50.00	50.00	50.00	300.00	3.00	100.00	1.00	37.50

From	To	Holiday Entitlement (hours)	Total Hours (inc holiday)	Hours per Week (inc holiday)	FTE (inc holiday)	Monthly Salary	Total Pay (including market supplement)
27 September 2018	14 June 2019	76.89	489.39	13.09	0.3740	£ 1,350.48	£ 11,614.15

This post is offered on a fixed-term basis as it is a career development post. The purpose of such posts is to enable post holders to gain the experience necessary to move on to other positions. The post has a fixed term to allow it to become vacant for others to also gain such experience in the future.

Your place of work will be the Houghton Street site. Your continuous service with the School began on [Human Resources to complete]. The other terms and conditions relating to this appointment are set out in the document enclosed.

Please note that the salary quoted on this contract reflects the 1 August 2017 pay scales.

This appointment is subject to the course and/or classes running as set out above. Should the course and/or classes be cancelled or varied, the School reserves the right to withdraw or amend the contract without a notice payment being made.

Dependant on meeting statutory criteria, you may be automatically enrolled into one of the School's pensions schemes (SAUL for band 5 staff; USS for band 6 and above), please contact the Pensions Manager on x7093 if you have any pension queries. You are advised to read your Terms and Conditions carefully when considering your options.

IMPORTANT: Tier 4 students can only work maximum of 20 hours per week during term time. This includes paid and unpaid work. If you are a Tier 4 student and you sign this contract you are also declaring that you will not work more than the restricted hours.

I confirm that I have permission from my research supervisor to undertake the teaching duties set out in this contract.

Yours sincerely,

Human Resources Division

I confirm that I have permission from my research supervisor to undertake the teaching duties set out in this contract.

I accept the above offer of appointment on the terms set out.

Appointee's Signature

Date

FUNDING DETAILS
(Tick one)

00% CSB

Other funds or split-funded (see confirmation of funding form)

#REF!