TERMS AND CONDITIONS
LEARNING AND TEACHING JOB FAMILY
LEARNING LEVELS 4-6, SENIOR TEACHING FELLOW, PRINCIPAL TEACHING FELLOW, PRINCIPAL LECTURER, PROFESSOR OF TEACHING (EQUIVALENT TO LEVEL 7) AND PROFESSOR OF PRACTICE

HOURS OF WORK

Staff are required to work those hours which are reasonably necessary to properly and effectively fulfil the duties and objectives assigned by the Head of Department/Division or nominee, normally not less than 35 hours a week for full time members of staff.

Learning and Teaching Family staff on Learning Levels 4-6, Senior Teaching Fellow, Principal Teaching Fellow, Principal Lecturer, Professor of Teaching (equivalent to Level 7) or Professor of Practice are not eligible for overtime payments.

Staff required to be available over nights, weekends, closure and public holidays to provide emergency advice and attendance on a rolling 365-day basis will be eligible to receive an on-call allowance. On call requirements will be set out in the contract of employment or in an amendment to the contract.

ANNUAL LEAVE ENTITLEMENT

The provisions below are the standard allocations for annual leave. All leave is taken by arrangement with the Line Manager in light of the department/divisional/faculty requirements.

Annual leave entitlement is 43 days for full time staff (pro rata for part time staff). This is inclusive of eight days for Public holidays and a total of eight days each year when the university is closed over Easter and Christmas.

At the beginning of the leave year the university absence management system, TeamSeer, will automatically allocate the appropriate number of days of Mandatory leave entitlement to staff annual leave calendars to cover the university closure days and Public holidays that fall within that leave year. For part-time staff the allocation should cover their normal working days that fall upon a university closure day, bank or public holiday during that leave year.

The university closures and public holidays are listed on the People Function website.

The remaining holiday leave entitlement may be taken in accordance with local departmental requirements.

Most staff will not be required to attend work on university closure days or public holidays. Where staff are required to work on these days, then their leave may be taken at a later date under normal Holiday Leave provisions. Premium rates for working on a college closure or public holiday will not be affected by these arrangements and will remain for those grades that are eligible for enhanced payment.

Details of arrangements for booking annual leave are outlined in the core terms and conditions.

PENSION SCHEME

For staff in Learning Levels 4-6 or Senior Teaching Fellow, Principal Teaching Fellow, Principal Lecturer, Professor of Teaching (equivalent to Level 7) or Professor of Practice, the occupational pension scheme is the Universities' Superannuation Scheme (USS). Staff who are already members of the National Health Service Pension Scheme (NHSPS) may, if they are still eligible, retain their membership in this scheme.

NOTICE PERIODS

Unless stated otherwise in the offer of employment, the written notice to be given by either the member of staff or the university to terminate employment is three months.

Staff on a fixed term contract receive notice of the ending of their employment within that contract. No further contractual notice will be given unless the contract is to terminate prior to the end date specified in the offer of employment. In these circumstances the notice from the university would be as above.

The only changes made in this terms and conditions document for Teaching Practitioners are to reflect the grade titles now in use. No other changes to the terms and conditions for this group of staff have been made.

People Function
Updated August 2026