



The GTA/STP Contract Checklist

SOMETHING ISN'T RIGHT?

In case of any errors, contact your departmental administrator to ask that your contract be amended!



Has your contract been issued to you?

You must have a contract before you start work - ask and ask again!



Do you know your Terms and Conditions (T&Cs)?

You must receive your T&Cs within 2 months of starting work. GTA and fixed-term (fractional) contracts should have the T&Cs of employee rights, whereas STP contracts come with worker rights. The difference lies in protections such as sick leave and parental leave as well as redundancy rights (employee rights).



Are you on the correct contract type? (STP, GTA, or Senior GTA)

STP: For students, only up to 20 hours a year/10 hours per term. Post-conferral (if you already hold a PhD), STP remains the applicable contract type.

GTA: Demonstrators, Teaching Assistants. Only for those who are still doing their PhD.

Senior GTA: Module tutors and 'higher level work'. Only for those who are still doing their PhD.



Are you on the correct pay scale?*

STP: pay grade range from FA4 to FA8, mid spinal point, depending on the role profile.

GTA/Senior GTA: If you have not taught at Warwick before, you should be on FA4, SP16 (£11.81 p/hr) for GTA contracts, and FA5, SP22 (£14.07 p/hr) for Senior GTA contracts.

If you have taught on STP before, your pay should be 'red-circled' to stay at the same rate as it was on STP (mid spinal point).



Are you on the correct contract duration?

This can vary on STP, but a GTA contract should be 2 years or until the end of your degree (conferral), but should be for an absolute minimum of 3 months (if you are about to complete your PhD).



Does your contract reflect all the hours you should be paid for?

Count the hours stated in your assignment and make sure you get paid for all 'payable' work. This includes required training and meetings, and correct calculations for preparation and marking time.

*FA is a pay 'grade', SP is a 'Spinal Point,' within that grade.

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