

Thinking about Tutoring: Information and Training Session

- ❖ **Tutorial Teaching**
 - Dr Calum Maciver, Director of Teaching
- ❖ **Mock Interview**
- ❖ **Practicalities and Next Steps**
 - Anne Brockington, Tutor and Demonstrator Co-ordinator
- ❖ **Teaching and your PhD**
 - Dr Felix Boecking, Postgraduate Research Director
- ❖ **Q & A**

**This session
is being
recorded**





**TUTORIAL TEACHING: AN
INTRODUCTION**

Calum Maciver, Director of Teaching

THE NATURE OF TUTORIALS

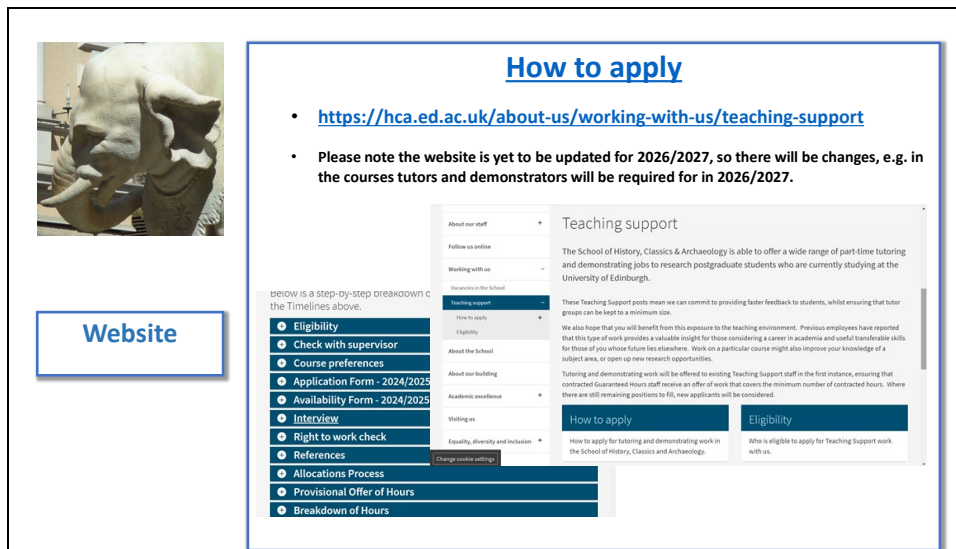
- Small group: usually around 12 students
- Diverse students: first- and second-year UoE UGs of various backgrounds and programmes; visiting students
- Emphasis on discussion: full group, small groups or pairs

TUTORIALS IN PRE-HONOURS COURSES

- Courses are taught by lectures (usually 2-3 per week) and tutorials (1 per week from week 2)
- Tutorials provide the main opportunity for students to discuss the course material and ask questions
- Tutorials also support students to prepare for assessments

DUTIES OF GH TUTORS

- Prepare for each tutorial: essential readings; tutors' notes
- Help to prepare students for assessments; mark their work
- Attend induction meetings and course meetings
- Liaise with course organiser to address student queries
- Refer students requiring pastoral support to their student advisers



How to apply

- <https://hca.ed.ac.uk/about-us/working-with-us/teaching-support>
- Please note the website is yet to be updated for 2026/2027, so there will be changes, e.g. in the courses tutors and demonstrators will be required for in 2026/2027.

below is a step-by-step breakdown of the Timelines above:

- Eligibility
- Check with supervisor
- Course preferences
- Application Form - 2024/2025
- Availability Form - 2024/2025
- Interview
- Right to work check
- References
- Allocations Process
- Provisional Offer of Hours
- Breakdown of Hours

Teaching support

The School of History, Classics & Archaeology is able to offer a wide range of part-time tutoring and demonstrating jobs to research postgraduate students who are currently studying at the University of Edinburgh.

These Teaching Support posts mean we can commit to providing faster feedback to students, whilst ensuring that tutor groups can be kept to a minimum size.

We also hope that you will benefit from this exposure to the teaching environment. Previous employers have reported that this type of work provides a valuable insight for those considering a career in academia and useful transferable skills for those of you whose future lies elsewhere. Work on a particular course might also improve your knowledge of a subject area, or open up new research opportunities.

Tutoring and demonstrating work will be offered to existing Teaching Support staff in the first instance, ensuring that contracted Guaranteed Hours staff receive an offer of work that covers the minimum number of contracted hours. Where there are still remaining positions to fill, new applicants will be considered.

How to apply | **Eligibility**

The website is yet to be updated for 2026/2027, so there will be changes, e.g. in the courses tutors and demonstrators will be required for in 2026/2027.

HCA recruits PhD students to tutor on a range of pre-honours courses and to demonstrate on MSc Archaeology courses.

What is offered is dependent on the courses running each year and how many groups are required.

This means we cannot guarantee that we will be able to offer you work and if we can that we will always be able to offer you the courses you are most interested in. We do try our best with the allocations though.

All classes take place in person so you will need to be Edinburgh.

I'll take you through the stages of recruitment, the sections on the website follow the Timeline and give further information and links.

Once they are open you will be able to access the Application Form and the Availability Form from here.



Guaranteed Hours Recruitment Timeline - now

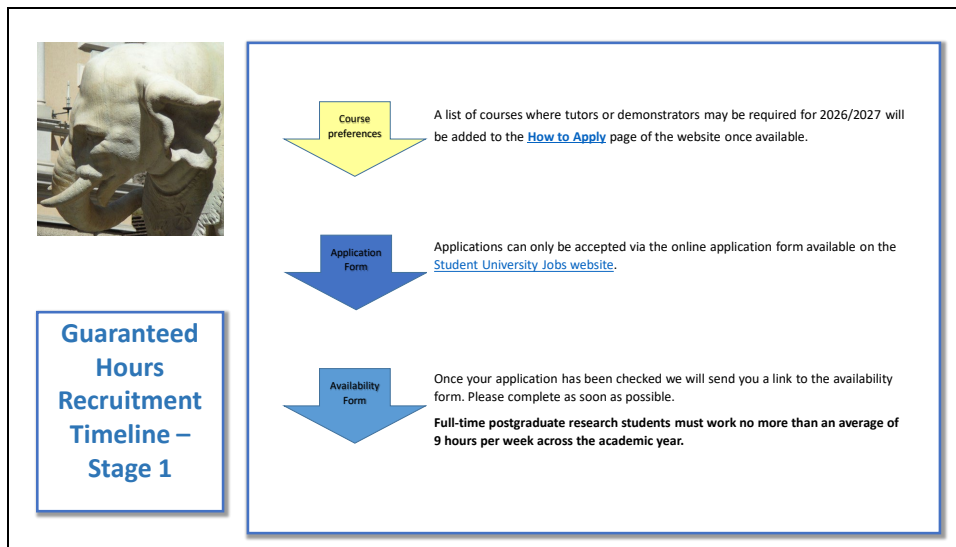
New and out of contract tutors and demonstrators

Please see the [How to Apply](#) webpage for detailed information on each of these stages.

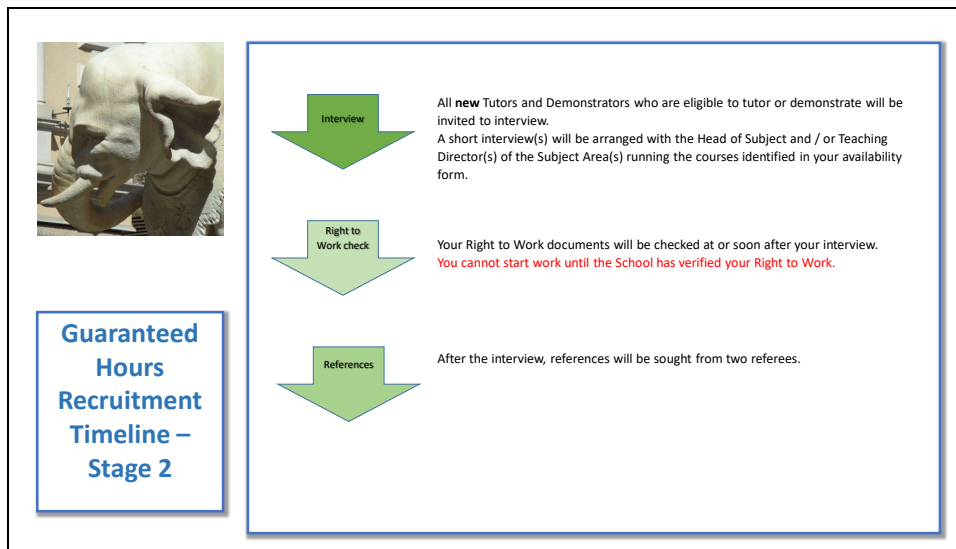
Eligibility
If you would like to be considered for work, in the first instance please check your [eligibility](#) for this type of work.

Check with supervisor
You should also check with your supervisor, and where relevant studentship sponsor or grant holder, to make sure that they are happy for you to undertake this work this year.

- **Eligibility**
 - Check your eligibility but as an HCA PhD student you should be.
- **Check with supervisor**
 - Any employment must not impede the successful completion of your degree.
 - Hours allocated will be checked with your PhD supervisor to confirm these will not affect completion of your PhD.



- **Course preferences**
 - You will be asked to list your preferred courses on the Availability Form. We cannot guarantee tutoring on a particular course but will take into consideration the preferences indicated on the Availability Form as far as possible.
 - The information on the website currently is for this year so will change but may help in giving you an idea of the courses usually requiring tutors and demonstrators.
 - The links to PATH take you to the information for the current year so may change for 2026/2027.
- **Application Form**
 - There will be an email to let you know when the Application form is open.
 - You will need to complete the form and upload a CV and cover letter.
 - I will confirm receipt of the application and send you a link to the Availability Form.
- **Availability Form**
 - Asks about your preferences.
 - **Full-time postgraduate research students must work no more than an average of 9 hours per week across the academic year.**



- **Interviews**

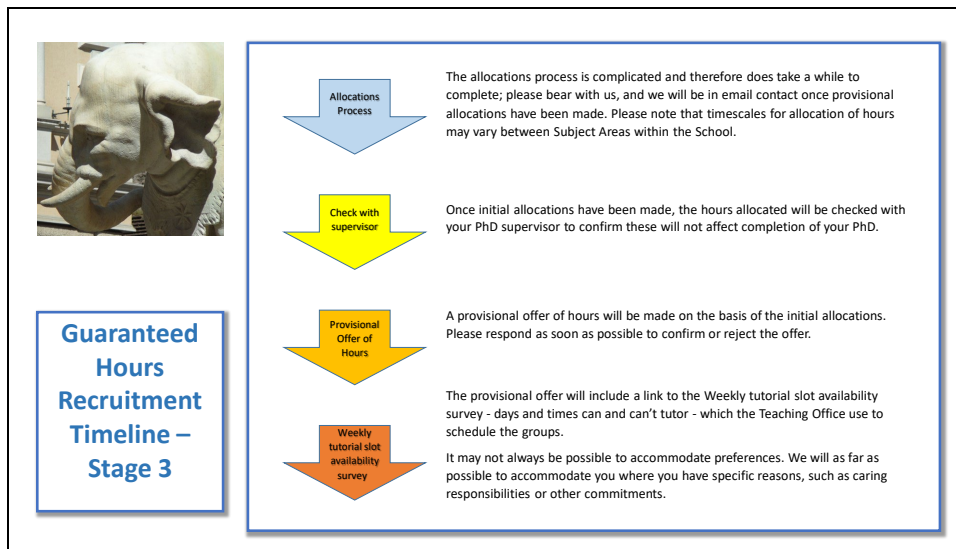
- Take place soon after the application deadline, we will give you a week's notice of the interview.

- **Right to Work check**

- Everyone will need to have a Right to work check and **you cannot start work until the School has verified your Right to Work.**

- **References**

- We ask for two references, can be academic, e.g. supervisor, but one could also be from an employer.



Please do make sure to be checking your email over the summer.


Allocations Process

We will let you know as soon as we can once we have organised provisional allocations but please do email if you have any questions during this time.

Weekly tutorial slot availability survey

Just for tutors, for demonstrators the class times are fixed in the timetable.

Survey will probably close at the end of July to allow the Teaching Office to work on the scheduling Semester 1 courses ahead of the start of semester.



Contract

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You will now be issued with a contract in People and Money, which will include a Breakdown of Hours for the courses allocated.

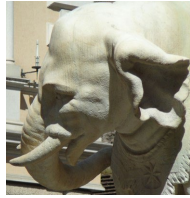
Please sign your contract, in People and Money, as soon as possible.

No work, including training and induction, can be undertaken until you have received your contract.

Contract and Breakdown of Hours – Stage 4

Breakdown of Hours						
Course Title	No of tutorial groups	Contact hours per group	Preparation hours per group	Marking hours per group	Feedback hours per group	Total hours – all groups
Training and meeting hours *	estimate per academic year					8
GREE08005 Greek 1C (and GREE10027 Greek 2Ha and PGHC11269 Intermediate Greek (PG) 1)	2	9	9	16	5	78
Semester 1 Hours						78
CLGE08002 The Greek World 1B	3	5	5	9	5	72
Semester 2 Hours						72
Total hours 2024/2025						158

- **Contact** – class time – 50 min class claim 1 hour
- **Preparation** – matches the contact time
- **Marking** – calculated per group (of up to 12 students) on word count of the item being marked
 - Language courses typically marking each week of class
 - Non-language courses typically two submissions to be marked – likely to be middle of semester and then end of semester
- **Feedback** – for courses where GH are marking a significant proportion of the coursework you will be allocated 5 hours of Feedback time per group
 - Liaise with the Course Organiser to discuss how best used across scheduled student drop-in hours and ad hoc queries via email etc.
- These figures are per group
- **Total hours** - hours for all groups
- **Training and meeting hours** – paid for induction, training and meetings you need to fulfil your role as a tutor or demonstrator
 - **Induction** – probably Welcome Week
- **Guaranteed hours**
 - unless you are unavailable to work these hours you will be paid
 - paid monthly in arrears, as other staff
 - but you have to claim for hours worked via monthly Time Card



**Guaranteed
Hours
Recruitment
Timeline –
September**



We expect your contract will start on 1st September (or first weekday after the 1st).
No work, including training and induction, can be undertaken until after this date.



You must complete the on-boarding tasks assigned in the People and Money HR system. These include signing your contract, inputting your bank details and completing the applicable University training courses.




You will be set up with your GH UUN / systems access and email, you **MUST** check your GH email very regularly from now on.



The course administrators will give you access on Learn and Euclid for their course.




You must attend School, Subject Area and Course induction meetings, which will be held from Welcome Week onwards.



Hours allocated – weekly pattern

GRIE08005		Greek 1C (and GREE10027 Greek 2Ha and PGHCL1269 Intermediate Greek (PG 1))					
Semester 1		Course Organiser	Max Leventhal	m.leventh@ed.ac.uk			
		Course Admin	Sara Demisson	sara.demisson@ed.ac.uk			
Per Group		Preparation	Marking	Feedback	Total hours		
		9	16	5	30		
Classes		weeks 1 to 10					
Marking		per student		per group			
16/09/2024,							
02/10/2024,							
09/10/2024,							
16/10/2024,							
23/10/2024,							
30/10/2024,							
06/11/2024,							
13/11/2024		8 Tutorial Exercises (20%)		1.33	16		
		Total		1.33	16		
Submission dates should be checked to the latest information on the course learn page.							
Marking is for up to 12 students per group, whether submitted on time or late.							
If you have 13 or more students in your group please email for further advice - lca.teaching.support@ed.ac.uk							
Weekly hours per group							
These figures are to give you an overall feel of the shape of the semester. The marking and feedback hours are only an approximate guide.							
Marking hours for each submission are divided in two, with half allocated in the week of submission and half in the following week.							
Feedback hours are divided in two, with half allocated in the week following each submission.							
		Contact	Preparation	Marking	Feedback	Total hours	
Week 1		16/09/2024 to 22/09/2024	1	1	2	0.5	4.5
Week 2		23/09/2024 to 29/09/2024	1	1	2	0.5	4.5
Week 3		30/09/2024 to 06/10/2024	1	1	2	0.5	4.5
Week 4		07/10/2024 to 13/10/2024	1	1	2	0.5	4.5
Week 5		14/10/2024 to 20/10/2024	1	1	2	0.5	4.5
Week 6		21/10/2024 to 27/10/2024	1	1	2	0.5	4.5
Week 7		28/10/2024 to 03/11/2024	1	1	2	0.5	4.5
Week 8		04/11/2024 to 10/11/2024	1	1	2	0.5	4.5
Week 9		11/11/2024 to 17/11/2024	1	1	2	0.5	4.5
Week 10		18/11/2024 to 24/11/2024	1	1	2	0.5	4.5
Week 11		25/11/2024 to 01/12/2024					0.5
Revision		02/12/2024 to 08/12/2024					0.5
Exams - Week 1		09/12/2024 to 15/12/2024					0.5
Exams - Week 2		16/12/2024 to 22/12/2024					0.5
		Total	9	9	16	5	39

- **Per Group**
 - figures match Breakdown of Hours
 - multiply by the no. of groups you have
- **Classes**
 - weeks classes to take place
- **Marking**
 - submission dates for coursework, but double check Learn
 - marking hours allocated for individual assignments
- **Weekly hours per group**
 - will be given access to the spreadsheet at the beginning of the relevant semester
 - aim to help you plan your time and to help complete your Time Cards
 - **Marking** - Language course - so marking typically each week of class
 - **Feedback** – for this exercise clustered around assignment deadlines but liaise with the Course Organiser about how best used



Contacts

Any questions

- **Tutor and Demonstrator Co-Ordinator**
 - hca-teaching-support@ed.ac.uk
- **HCA HR team**
 - hca-hr@ed.ac.uk
- **Postgraduate Research Director**
 - felix.boecking@ed.ac.uk
- **UG Director of Teaching**
 - calum.maciver@ed.ac.uk
- **Teaching Directors – for the rest of 2025/2026**
 - **History** – zubin.mistry@ed.ac.uk
 - **Classics** – aaron.pelttari@ed.ac.uk
 - **Archaeology** – guillaume.robins@ed.ac.uk

Please do contact us if you have any questions at all.

Some tutorial scenarios to think about

NB: my eighteen years of teaching at Edinburgh have been a great experience, but here are some challenging situations to think about, based on my own experiences:

- Noone is willing to talk
- One student dominates the discussion
- A student makes an offensive contribution (note our 'Dignity and Respect' policy)
- A student uses language that makes other students uncomfortable
- A student critiques the contribution of another student in harsh language rather than being constructive
- A student references sources of information that are problematic