

This guide will take you through how to log in to your Hiring Manager profile on King's Teachers and how to create and offer an assignment to a candidate (GTA or TA)

- [Log in to kingsteachers.kcl.ac.uk](https://kingsteachers.kcl.ac.uk)

KING'S
College
LONDON

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King's Teachers

Join King's Teachers to experience working for one of the top universities in the world

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- Remember to use the email address version you used to register with i.e. joe.bloggs@kcl.ac.uk or k1234567@kcl.ac.uk

Log in to King's Teachers ×

Enter Your Email Address

Enter Your Password

Login

By logging in, you agree to our [Acceptable Use Policy and Privacy Policy](#).

To ensure you always receive emails from us, please add the King's Teachers Help Team email address: kingsteachers@kcl.ac.uk to your Safe Senders List or White List in your email software

To reset your password, please [click here](#).

orking for one of the



You will then be taken to your profile – a sample is shown here

Anup Mistry, Client Director

ACCOUNT DETAILS

- [My Contact Details](#)
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JOB ADVERTS

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TALENT BANK

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ASSIGNMENTS

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Online Help



Change Password



Rate Calculator

LOG OUT

Submitted Timesheets

Search:

The following timesheets are submitted and are awaiting payment:

Search

Timesheet Number	Candidate Name	Job Title	Account Code / Activity Code	Assignment	Assignment Hours	Week Ending	Hours	Action
1460132213	Anup Mistry	GTA - AS12345 - Business	2137-RE16942	DTA-146013	5.0	26/06/2022	19.5	View

To offer an assignment click on “Search for Candidates”

Candidate Search

Search Candidate Profiles for the following keywords: 

Enter candidate name here
e.g. Mistry

AND where Town/City/County/Post Code is:

This where the Candidate is prepared to Work, so enter where the job

Is student

[Advanced Search»](#)

Search

Click search

Search Results

Showing 1 - 1 of 1 results (Searched within King's College London (King's) pool)

Items Per Page: [50](#) [75](#) [100](#)

 Compliant / Not Working  Non-Compliant  Currently Working

[Invite Candidate](#)

Full name	Location	Last Position at Organisation	Source	Hours Remaining	Hours Commissioned	Profile	Last Updated
 Anup Mistry	London, RM5		KTC Student	0.0	20.00	13	06/07/2022

Page 1 of 1

To create an assignment for this candidate, click on the candidate's name here

Mr Anup Mistry (London, Greater London, RM5)

Min Rate (£) 18.14

Date Last Updated 06/07/2022

References Available: 0

Positions Sought

TA

Identity: **Eligibility:** **Contract for Services:**

Employment Status: PAYE **Maximum hours / week:** 20.00

Hours Commissioned for the Current Week: 20.00

Hours Remaining for the Current Week: 0.0

You can offer this person an Assignment directly:

[Offer Assignment](#)



To create an assignment, click the Offer Assignment button

Personal Statement

Employment History

Position	Organisation	From	To
Test	King's College London (King's)	19/06/22	25/06/22
[+] Click to expand			
GTA	King's College London (King's)	01/05/22	30/09/22
[+] Click to expand			
GTA	King's College London (King's)	01/05/22	30/09/22
[+] Click to expand			
GTA	King's College London (King's)	01/05/22	30/09/22
[+] Click to expand			
GTA	King's College London (King's)	01/05/22	24/06/22
[+] Click to expand			

1.

Select Job Family

Select Job Family:*

Cancel Select

Click the drop-down arrow to display the different Job Families available

2.

Select Job Family

Select Job Family:*

Academic - GTA

Academic - Modern Language Centre

Cancel Select

Select Academic - GTA

Please complete the fields with information relevant to the assignment you want to offer

Offer Assignment [Help](#)

ASSIGNMENT DETAILS FOR ANUP MISTRY [[CHANGE CANDIDATE](#)]

Job Title:

GTA

Programme / Module Code:

Programme / Module Name:

Line Manager (Teaching Contact):

Line Manager Email:

Start Date:

Expected End Date:

Candidate Must Respond By:

Location:

Guys - New Hunt's House

The Line Manager (Teaching Contact) is typically the academic, programme lead or module convenor who has requested the GTA assignment – this may be a person fulfilling the Hiring Manager role as well.

By stating the Line Manager name (and/or email), you are making it clear to the GTA who they should contact if they have any questions about delivering the teaching aspects of the assignment.

Location refers to the main location they will teach or the location of the teaching department the GTA/TA is working for.

Please complete the Work plan with the activities relevant to the assignment you want to offer.

Each line can be expanded by clicking on the relevant line and hours added.

You can add hours in all or some of the different categories listed.

Please refer to the GTA framework tab [here](#) for details

WORK PLAN FOR ACADEMIC - GTA [CHANGE]

▶ **Classroom Based Teaching**

▶ **Classroom Based Extras (Lecture attendance or other planned preparation activity)**

▶ **Lab Based Teaching**

▶ **Lab Based Extras (Set up and clear up)**

▶ **Marking (SAQ is Short Answer Questionnaire)**

▶ **Training**

▶ **Business Requirement Extras**

Training

An indicative 6 hours of mandatory training is applied for the first assignment *only*, that the GTA accepts, and this can be adjusted up or down.

Additional training hours can be added to any assignment (including the first).

A different activity code can be specified for mandatory training if required, otherwise training costs will be applied to the activity code given to the assignment.

You will see a breakdown of the activities as you populate the Workplan

Note - the sample shown is blank as no hours have yet been added

▼ Pay Summary

#	Classroom	Classroom Extras	Lab	Lab Extra	Business Requirements	Marking	Training	Total
Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pay	£0.00	n/a	£0.00	n/a	£0.00	£0.00	£0.00	£0.00

You will see a breakdown of the estimated cost of employment as you populate the Workplan
Note - the rates Per Hour are indicated; the sample Totals are blank as no hours have yet been added

▼ **Estimated Cost Of Employment**

	Pay	Holiday Pay	NI	Pension	Total	Total Cost Of Employment
Per Hour	£18.14	2.82	2.89	1.78	£7.49	£25.63
Total	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Avg. Hours Per Week:

Total Assignment Hours:

You can specify another Hiring Manager to share the assignment with, in the Administrator 1 or 2 field.

You can name an Invoicing Contact, who will receive invoicing information.

There are Notes sections to add further details about the assignment at your discretion.

PAY RATES & TIMESHEET ADMINISTRATORS

Pay description:

Basic Rate

Pay Rate:*

18.14

Select Administrators By Typing In Their Surname...*

Administrator 1

Administrator 2

BUDGET CODE DETAILS

Activity Code

Account Code

2137

Invoicing Contact:*

Add Training Cost
Code (if different to
the above)

Training Activity Code

Training Account Code

2137

Assignment offered by Anup Mistry on behalf of King's College London (King's) on 25/07/2022

NOTES

Notes for Candidate (These notes are emailed to Candidate)

Internal Notes (These notes are not emailed to Candidate)

The Job Description, Skills Required and Qualifications sections will be prepopulated with the GTA template [Role and job description](#)

You can edit these fields and add information if needed, or use the default GTA template

Please add any Health & Safety information specific for the assignment if it is required
(the module convenor/academic should be able to confirm)

ASSIGNMENT DETAILS

Job Description:

Skills Required:

Qualifications:

Health& Safety Issues:

You can add files to the assignment in this section.

If you require your GTA to receive a file, check the 'Visible to Candidate' box against the file.

If you require your GTA to sign a file, check the 'Candidate Must Sign' box against the file.

ASSIGNMENT ATTACHMENTS

Attachment 1	Visible To Candidate <input type="checkbox"/>	Candidate Must Sign <input type="checkbox"/>
Browse... No file selected.		
Attachment 2	Visible To Candidate <input type="checkbox"/>	Candidate Must Sign <input type="checkbox"/>
Browse... No file selected.		
Attachment 3	Visible To Candidate <input type="checkbox"/>	Candidate Must Sign <input type="checkbox"/>
Browse... No file selected.		
Attachment 4	Visible To Candidate <input type="checkbox"/>	Candidate Must Sign <input type="checkbox"/>
Browse... No file selected.		
Attachment 5	Visible To Candidate <input type="checkbox"/>	Candidate Must Sign <input type="checkbox"/>
Browse... No file selected.		

[Send Offer to Candidate](#)

[Send Offer And Create Another](#)

Review the assignment details by scrolling back through the assignment page and check that everything is correct.

You are now ready to Send the Offer to the Candidate.

You may wish to copy this assignment and send to another candidate – in which case click on 'Send Offer And Create Another' This will open another assignment with the same details that can be used as a template – edit the fields that require changes and repeat the assignment offer process.