

Graduate Teaching Assistants

Responsibilities

- Delivery of agreed package of teaching activities to a high standard, under the direct supervision of a member of academic staff. These activities may include seminars, classes, tutorials, lab sessions, other small group work to develop student skills, demonstration for experiments/techniques in lab-based science and computing, and/or mentoring support for UG or PGT project work. Students will not normally be involved in lecturing, but in some cases may be asked to lead lectures if the topic falls within their specialist field.
- Participation in appropriate training – including mandatory courses/sessions (e.g. courses, induction sessions).
- Careful and proportionate preparation for teaching activities. In some instances, materials will be provided by departments/ faculties.
- Marking and assessment (formative and summative) under supervision of module leaders or other appropriate academic staff.
- Provision of timely and useful formative and summative feedback to students, holding weekly office hours or similar to provide students with opportunities for face-to-face meetings, and providing feedback and guidance via e-mail where needed.
- Maintenance of information and resources on KEATS and interaction with students via the VLE.
- Attendance at lectures where needed/requested to ensure consistency of module delivery.
- Routine administration and correspondence associated with teaching delivery.
- Liaison with senior colleagues regarding contributions to module development (e.g. course material, content development), planning of teaching and monitoring student progress.

Variation will exist across academic departments and disciplines in relation to specific requirements of GTAs. Roles and responsibilities may also be subject to change.