

## ROLE DESCRIPTION

### Graduate Teaching Assistant Coordinator

The overall purpose of the GTA Coordinator is to oversee and coordinate the operation of the University's GTA Scheme in their School in line with the principles and guidelines published in the Code of Practice [Annex Q: Research Student Teachers and Demonstrators](#).

All Schools/Centres will appoint a Graduate Teaching Assistant Coordinator from amongst their academic staff. Duties include mandatory attendance of the GTA Coordinator Network, which meets once per term and is led by the Graduate School. They will liaise and work closely with their School's GTA Representative/s.

#### Key duties

1. To attend School/Centre meetings, as determined by the Head of School or their representative where business and interests are relevant.
2. Ensure that GTAs are provided with a School induction to any relevant administration, teaching and assessment procedures within the School. The School induction should include an appropriate Health and Safety induction.
3. To work closely with GTAs and meet formally with them at least once per term to provide briefings, feedback and discuss any issues arising. This may be as a group or on an individual basis.
4. To inform GTAs about any University/School decisions or proposals that might affect their practice.
5. To advise GTAs on any process and procedures concerning pastoral issues that may arise regarding students, including how to direct them to appropriate services or members of staff.
6. To represent their School at termly GTA Coordinator Network meetings and other meetings arranged by the Graduate School if the need arises.
7. To liaise with colleagues to ensure an appropriate Mentor is allocated for those undertaking AFS.
8. To liaise with the School Administration Manager (SAM) to plan with good notice and in close consultation with individual GTAs their teaching allocation.
9. To monitor the workload of GTAs in order to ensure that they do not work more than the hours stated in their contracts of employment and that annual leave is allocated and taken.

10. To ensure that all GTAs have their teaching reviewed by Module Convenors or other responsible person within the first five weeks of the commencement of their teaching/demonstrating duties within the School. (The work of GTAs may also be evaluated through module evaluation.)
11. The GTA Coordinator should ensure that the School has a clear mechanism through which all GTAs receive feedback on their teaching/demonstrating practice. They should be able to point them to any training or support required as a result of this feedback.

### Appointment

There will be one GTA Coordinator per School/Centre.

### Remuneration

Appropriate and sufficient WAM allocation will be made in respect to the time dedicated to this role. Please refer to [Annex Q: Research Student Teachers and Demonstrators](#).