

ROLE DESCRIPTION

Graduate Teaching Assistant Representative

All schools should appoint in a transparent way a GTA representative from amongst their GTAs. It is expected that duties will include: participating in GTA school-level induction, attending Education *and* Graduate Studies Committees at School level, and attending the GTA Network, which will meet once a term, led by the Graduate School. Wherever possible and especially in larger Schools, the hours devoted to this role and these activities should be included within the calculation of the contracted hours.

The Role

Graduate Teaching Assistant Representatives are expected to act as a conduit for communication between GTA staff, their school and the wider University, especially the Graduate School. They will provide feedback in a variety of ways, both to the GTA group and to the wider University through the appropriate channels. They will also liaise closely with their School's GTA Coordinator.

Key duties

To attend relevant school meetings, as determined by the Head of School or their representative.

To attend termly GTA Network meetings and other meetings arranged by the Graduate School if the need arises.

To seek collective views from the School's GTAs and to be able to present these in a variety of settings to different audiences.

To work closely with the School GTA Coordinator.

To provide feedback to GTAs about any University/School decisions or proposals.

To have a formal handover with incoming GTA Representatives.

Person Specification

The GTA Representative must be currently employed as a GTA.

The GTA Representative cannot also be a Student Representative.

If possible, though it is not a requirement, the appointee should have good verbal communication skills and experience in this type of role.

Appointment

Normally there will be one GTA representative per School. Where there are large numbers of GTAs, schools may wish to appoint two GTA Representatives.

The role will normally run from the beginning of the academic year for a whole year.

GTAs will usually be asked to nominate themselves for the role for one year only, but they may reapply annually in open competition. If there is more than one volunteer for the role, the candidate will be chosen in a fair and transparent way through a process devised by each school. Larger schools may split the role across more than one representative.

Remuneration

Time allocated to meetings and any associated administrative work will be deducted from the teaching obligation within the GTA contract. These hours are to be agreed by the Head of School or their representative.

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