

Postgraduate Students who teach –List of Role Profiles and rates summary

The University has 4 role profiles that have been HAY evaluated and departments can use to assess the work allocated to a Postgraduate Student who teach. In light of the reviewed route of engagement for postgraduate students who teach and who are offered a Graduate Teaching Assistant role, the following levels and roles have been identified:

Level 1 –Graduate Teaching Assistant				
Role profile	Grade	Spinal point	Salary/annum	Holiday pay
Assistant tutor/group Facilitator	FA4	From SP 16	From £22,847 Pro-rata (From £12.04/hr)	30 days pro rata* (From £2.13 /hr)
Demonstrator	FA4	From SP 16	From £22,847 Pro-rata (from £12.04/hr)	30 days pro rata* (From £2.13/hr)
Level 2 – Senior Graduate Teaching Assistant				
Role profile	Grade	Spinal point	Salary/annum	Holiday pay
Workshop/Demonstration leader	FA5	From SP 22	From £27,116 pro rata (from £14.29/hr)	30 days pro rata* (From £2.52hr)
Associate Tutor	FA5	From SP 22	From £27,116 pro rata (From 14.29/hr)	30 days pro rata* (From £2.52/hr)

Department are encouraged to use the GTA roles in order to allocate teaching work for postgraduate students. If a department does not have sufficient work opportunities to set up a GTA contract, Sessional Teaching Payroll may be used in certain circumstances.

Please consult the Route of Engagement for Postgraduates who Teach document.

Graduate Teaching Assistant Role Profiles

Post Title	Assistant Tutor/ Group Facilitator FA4
Responsible to	Head of Department or delegated authority
Job Purpose	To supervise small groups of students and to provide appropriate advice and guidance in order to progress the student learning

Principal Accountabilities

Research and Scholarship

- Reflect on practice and development of own teaching and learning skills

Teaching and Learning Support

- Supervise small groups of students which focus on written assignments for core and other specific modules, providing advice on study and learning
- Administer assignments and mark schemes prepared by academic staff, and assist with structured feedback/marking of tasks as required
- Discuss the assignments with a supervision group clarifying and deepening an understanding of key ideas or concepts to progress the student learning
- Explain methods and worked examples
- Supervise presentations and stimulate discussions within the groups
- Provide-subject specific advice where required on study and learning
- Provide students feedback, advice and support and foster constructively critical approaches to academic discussion and learning
- Provide feedback to the relevant member of academic staff on student progress as required

Administration and other duties

- Undertake duties related to course administration, including but not limited to maintaining attendance records

Knowledge, skills, and experience required

- Good honours degree or equivalent(in a relevant area)
- Sufficient breadth and depth of knowledge of subject to deal with issues or queries raised by students
- Interpersonal and communication skills, notably an ability to explain and communicate problems, ideas and concepts clearly and accessibly to students
- An aptitude for applying teaching methods and techniques, and encouraging student participation in discussions
- Understanding of equal opportunity issues as they may impact on areas of teaching

Post Title	Demonstrator FA4
Responsible to	Head of Department or delegated authority
Job Purpose	Supervising students as directed by Academic Staff in order to progress the student learning

Principal Accountabilities

Research and Scholarship

- Reflect on practice and the development of own teaching and learning skills

Teaching and Learning Support

- Under the direction of the academic lead responsible for the class, Supervise and teach students of practical classes, providing advice on study and learning, and exercising due oversight
- Assist students in the performance of tasks, which have been devised by academic staff, within the specified time limit, including:
 - Enhancing student learning through discussion and explanation of theory and background
 - Demonstration of equipment and techniques
 - Assisting students with data collection
- Within the parameters set by the academic lead responsible for the class, adapt the methods of delivery to optimize the student experience, clarifying and deepening an understanding of key ideas or concepts to progress the student learning
- Help students to use equipment safely and correctly and working with members of the laboratory team to ensure the smooth and safe running of the lab, carrying out safety checks where required
- Assist with assessment and/or feedback as required which may include:
 - direct face to face feedback including support or suggestions for improving outcomes
 - Written feedback and comments
 - Formal assessment against a pre-defined set of criteria using judgement and knowledge of the area
- Provide feedback or suggestions where required on the development of teaching materials
- Deliver information in a small group context (background information, guidance, demonstration, instructions etc.) devised by academic staff in the format provided by academic staff
- Undertake adequate preparation, including developing familiarity with the demonstration, and setting up the laboratory classes as required

Administration and Other Activities

- Undertake duties related to course administration, including but not limited to maintaining attendance records
- Duty to understand and observe the relevant health and safety requirements and procedures

Knowledge, Skills, and Experience Required

- Good honours degree or equivalent (in a relevant area)
- An aptitude to demonstrate and communicate ideas, techniques, methods to students drawing on sufficient breadth and depth of specialist knowledge in the discipline
- Possess the skills and knowledge required to answer questions relating to the subject
- Understanding of equal opportunity issues as they may impact on areas of teaching

Post Title	Workshop/Demonstration Leader FA5
Responsible to	Head of Department or delegated authority
Job Purpose	Supervising students as directed by Academic Staff to progress the student learning

Principal Accountabilities

Research and Scholarship

- Reflect on practice and the development of own teaching and learning skills

Teaching and Learning Support

- Supervise and teach students of practical classes, providing advice on study and learning
- Assist students in the performance of tasks, which have been devised by academic staff, within the specified time limit including:
 - Supporting student learning through discussion and explanation of theory and background
 - Demonstration of equipment and techniques
 - Assistance of students with data collection
- Within the parameters set by the academic lead responsible for the class, adapt the methods of delivery to optimize the student experience, clarifying and deepening an understanding of key ideas or concepts to progress the student learning
- Help students to use equipment safely and correctly and working with members of the laboratory team to ensure the smooth and safe running of the lab, carrying out safety checks where required
- Assist with assessment and/or feedback as required which may include:
 - direct face to face feedback including support or suggestions for improving outcomes
 - Written feedback and comments
 - Formal assessment against a pre-defined set of criteria using judgement and knowledge of the area
- Ensure familiarity with the lab demonstrated in advance and preparation work and/or set up for the laboratory class where required
- Lead a team of demonstrators where required
- Develop supplementary teaching and learning materials where required
- Oversight of a class where appropriate and required under the direction of the responsible member of academic staff
- Engage in front of class delivery of course content to cohort within the predefined curriculum under the direction of the responsible member of academic staff

Administration and Other Activities

- Undertake duties related to course administration, including but not limited to maintaining attendance records

Knowledge, Skills, and Experience Required

- Good honours degree or equivalent (in a relevant area)
- Knowledge acquired in the relevant academic discipline as part of appropriate postgraduate studies or equivalent
- An aptitude to demonstrate and communicate ideas, techniques and/or methods to students drawing on sufficient breadth and depth of specialist knowledge in the discipline
- Possess the skills and knowledge required to answer questions relating to the subject
- Experience of demonstration of workshop or practical classes to students
- Ability to adapt to the learning objectives and teaching and learning methods emphasized by the academic responsible
- Understanding of equal opportunity issues as they may impact on areas of teaching

Post Title	Associate Tutor FA5
Responsible to	Head of Department or delegated authority
Job Purpose	Undertake teaching tasks within a class, seminar, and tutorial or equivalent context in order to progress the student learning

Principal Accountabilities

Research and Scholarship

- Reflect on practice and the development of own teaching and learning skills

Teaching and Learning Support

- Teach tasks within a class, seminar, tutorial or equivalent context, in support of teaching for which members of the academic staff have primary responsibility, within an established programme of study
- Teach using a variety of teaching methods in the classroom within a syllabus as devised by academic staff
- Develop own teaching methods and approaches
- Develop supplementary teaching materials with appropriate guidance and support where required
- Ensure that the content, methods of delivery and learning materials meet the defined learning objectives
- Supervise the work of students, where required by the department, providing advice on study and learning
- Apply appropriate assessment methods and criteria, assess the work and progress of students
- Undertake formal assessment of students which could include setting and marking work applying academic judgement and integrity and knowledge of the area
- Provide constructive oral and written feedback to students, possibly in one-to-one settings

Administration and Other Activities

- Undertake duties related to course administration, including but not limited to maintaining attendance records

Knowledge, Skills, and Experience Required

- Good honours degree or equivalent (in a relevant area)
- Knowledge acquired in the relevant academic discipline as part of appropriate postgraduate studies
- Sufficient breadth and depth of specialist knowledge, in the discipline and of teaching methods and techniques to work within disciplinary area with appropriate assistance and support
- Competence in teaching at an appropriate level
- Familiarity with a variety of strategies to promote and assess learning
- Understanding of equal opportunity issues as they may impact on areas of teaching



