This document outlines the typical duties expected of the post holder, and may be subject to change.

Summary of post:

Many doctoral students across the College are involved with teaching, supervision and assessment of both undergraduate and Master’s students. Working as a GTA provides you with an opportunity to broaden your experience at Imperial College London, and develop further skills. These include learning to teach, convey complex technical concepts, writing/communication skills, etc. Furthermore, you may find that acting as a GTA helps improve your own technical abilities (both theoretical and practical), enables you to broaden your knowledge base, and gain communication and task management experience. When considering a career in academia, teaching experience is important and GTA work allows building up a teaching portfolio and even becoming aware of one’s own teaching style.

The Graduate Teaching Assistant will primarily assist and support academic staff, faculty members, or other professional staff members in the delivery of teaching or teaching-related duties to students in a variety of learning environments. The GTA training programme aims to enhance student progression and achievement whilst providing opportunities for postgraduate students at Imperial to gain employment in a supported way within the University.

GTAs will work under the supervision of an academic member of staff and will not be directly responsible for teaching, marking assignments, giving feedback, developing online materials and pastoral care.

GTAs are expected to maintain standards of professional ethics appropriate for any member of academic staff.

*Please note that anyone can apply to become a GTA, although you will need to complete a minimum amount of training before you are able to deliver or undertake any teaching activities

Duties & Key Responsibilities

To assist academic staff and students with learning and teaching and performing defined tasks under supervision. As a GTA you will be asked to complete one or more of the following types of teaching under the supervision of and in collaboration with relevant academic member of staff.,

- Supervision – Providing technical support to UG and/or Masters projects
- Mentoring/tutoring – Providing students with guidance and technical support on course materials, study skills and referring them to appropriate support for pastoral care, to groups of no more than 15 students
- Feedback – providing guidance where appropriate, including feedback on
progress. Assist in the collation of assessment and other programme data/information for review by the academic team, including monitoring of attendance

- Marking – Assessing students work based on published assessment criteria
- Demonstrating – to undertake laboratory demonstration and support activities during practical sessions

GTAs are expected to prepare for any teaching by acquainting themselves with the core reading and ensuring they have the ability to contextualise and/or summarise the material. On occasion, you may be asked to complete other teaching duties specified by the member of academic staff responsible for those students.

**Additional Duties**

- Assisting on field trips
- Invigilation of examinations
- Providing guidance on the preparation of assignments based upon published assessment criteria
- Assisting academic staff with development or update of learning materials in hard copy or online through gathering and collation of course materials
- Complete short reports on the student to feedback to the supervising academic
- Replies to student emails
- GTAs have no responsibility for reference writing.

**Requirements**

The College requires that any student wishing to undertake any teaching must have,

- Permission from their supervisors prior to starting their teaching
- Appropriate departmental supervision and support in their role
- Completed or registered on departmental and/or Graduate School training as detailed in the training, support and development section of the GTA Framework document.

**Allocating Time**

On average GTAs should teach less than 6 hours per week and teaching should not exceed 10 hours in any week during term-time.

**Remuneration**

Doctoral students working as GTAs are reimbursed for their teaching duties.

GTAs are paid a higher or a lower rate depending on the type of activity. The rates are determined by the College each year and can be found here.

- Higher rate of £23.29 per hour: study groups, one-to-one tutorials
- Lower rate of £13.19 per hour: lab presentations, marking, invigilation
All GTAs have to register as Casual Workers with the College. This has to be done every year. This means that even if you have previously been a GTA you will need to resubmit all the paperwork.

You will need to fill in the 'Casual Worker Joining Form (Pay 8a) and hand it in to the Postgraduate Administrator or Finance Manager within your Department.

Payment is made on 24th of each month.

**GTA Training & Support**

Formal GTA training and support is offered in form of,

- Departmental/Graduate school courses
- Provision of core workshops on teaching, marking and giving feedback, which are crucial aspects of the student experience.
- Guidance and support provided to those wanting to apply for Associate Fellowship of the HEA, where sufficient teaching experience is evident.
- Bespoke workshops for GTAs which require further support, developed in partnership with the academic department.
- The Graduate School of Imperial College is focused on broadening and enriching the academic experience of postgraduate students in the wider sense. Offered are special events of networking and professional skill courses, which GTAs can use in order to develop in general.