

ROLES AND RESPONSIBILITIES

GRADUATE TEACHING ASSISTANT (GTAs)

This document outlines the typical duties expected of the post holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.

Summary of post:

Many research students across the College are involved with teaching, supervision and assessment (in the form of marking) of both undergraduate and Master's level students. Working as a GTA provides research students with an opportunity to broaden their experience at Imperial College, and develop further skills. These include learning to teach, convey complex technical concepts, writing/communication skills, etc. Furthermore, research students may find that acting as a GTA helps improve their own technical abilities (both theoretical and practical), enables them to broaden their 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 (GTAs) 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 research 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 solely responsible for teaching, marking assessments, giving feedback, developing online materials or 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. There is minimum amount of training requires before GTAs are able to deliver or undertake any teaching activities (see section 3 for details)*

1. 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 Master's 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 – GTA's can be appointed as '[Assistant Examiners](#)' and assess 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, GTAs may be asked to complete other teaching duties specified by the member of academic staff responsible for those students.

2. 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 students to feedback to the supervising academic
- Replies to student enquiries
- GTAs can have no responsibility for reference writing
- GTAs can have no responsibility for assessment setting

3. Requirements

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

- Permission from their supervisor(s) prior to starting their teaching
- Appropriate departmental supervision and support in their role
- Completed or registered on departmental and/or Graduate School & EDU training aligned with level 1 UKPSF as appropriate to their needs, including core workshops aimed at GTAs who are involved in marking student work.

Your department will be able to provide you with specific details of the training but the following links may be helpful:

Graduate School and Educational Development Unit (EDU)

<http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/research/gta-information/>

Faculty of Engineering:

<http://www.imperial.ac.uk/engineering/staff/teaching-training-and-support/gta-training/>

Department of Chemistry:

<http://www.imperial.ac.uk/chemistry/postgraduate/undergraduate-demonstrating/>

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