**Quick Guide**

**For those in a GTA role**

**Why it matters...**

GTAs play a valuable role in supporting the University’s delivery of teaching. They are now paid and contracted in line with other employees.

To support excellence in teaching, Departments are expected to set out expectations for GTAs at the outset, and provide support and development throughout the role.

To make the most of this development opportunity, GTAs must take an active role in their own learning and seek guidance where necessary.

**Support in the role**

- Job description and module supervisor should set out what is expected.
- A Departmental induction event and a handbook to provide subject specific guidance.
- Central induction events for all GTAs and GLAs covering e.g. teaching practice.
- Essential training in line with all other employees.
- Module supervisors to regularly discuss learning and development, and make time for training.
- GTAs to be integrated into Departmental teaching teams and involved in events, module development, etc where appropriate.
- Working towards Associate Fellowship of the HEA through Cadenza.
- At the end of autumn term and each academic year, a Departmental workshop aimed at sharing good practice.
- Achieve Associate Fellowship of the HEA.

**What is expected of GTAs?**

- Attending all the compulsory training sessions.
- Engaging with the guidance provided by the module supervisor on the duties of the role including use of teaching materials and preparation. The job description also sets out the duties of the role.
- Speaking to the module supervisor where specific support (e.g. marking) is needed or where there are concerns about performing the duties in the time available.
- Raising concerns and sharing views with the GTA representative in the department.
- Achieving Associate Fellowship of the HEA by the end of the first year of teaching. All mandatory training time will be paid.

It is not the role of the GTA to develop new class materials or to conduct marking without guidance.

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**GTA Employment guidance**
Sources of support

- **Module supervisors** can provide guidance on expectations and development.
- The Department’s **GTA handbook** will provide guidance on teaching arrangements.
- **GTA coordinators** act as the main link between the GTAs and the department. Its role is to ensure that all aspects of training, GTA support, teaching quality and administrative issues function appropriately and effectively.
- **GTA representatives** are the mediators who represent your concerns and feedback in the department and more widely.
- **Learning and Development**
- **GTAs in the department**: informal discussions and networking between GTAs have proved to be highly useful for exchanging experience and good practice and addressing some raising challenges.
- **HR** can answer all questions regarding your contracts and payment.

Pay and contracts

- Overarching employment contract covering the period as a postgraduate student. This is activated by each engagement.
- GTAs are employees on the **University pay scale** (sp. 27 and 28) – £15.61 and £16.08 per hour. They receive an additional payment in lieu of annual leave, because they are not able to take this during term time. This adds 17.65% to their salary – shown on the payslip.
- Payslips will show the average pay for that month over the engagement – it is possible that hours will vary over the month. Training pay may also be averaged but we recommend that it is paid for by timesheet and is paid in the next available pay period.
- When GTAs have achieved Associate Fellowship of the HEA, they will get a pay rise to sp.28 in the term after. This happens automatically: as the individual employment record is updated, this feeds through to pay.
- GTAs should also be paid for any training that they are required to do.

Useful tips

- A wide range of training and development sessions are available to support GTAs and GLAs. These sessions can be found by checking HR organiser - search for ‘GTA’ and all the workshops will be shown.
- Further background on Cadenza is available. Email Cadenza@Essex.ac.uk for any questions regarding application to Associate Fellowship.
- GTAs should attend the Good Teaching Practice Conference where colleagues from different departments and campuses meet and promote good teaching practice across the University. GTA can register via HR organiser.

“Involve in an event for all teaching staff made me feel valued and had a big impact on my own teaching practice.”