Quick Guide
For Departments managing GTAs

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.

What is expected of Departments?

• Set out requirements of the role and the hours to be worked clearly in the job description.
• Support GTAs in understanding the role and what is expected of them, including how to fit their work into the hours they are paid for.
• Ensure that time is set aside for training and development – this is a development role and any hours spent in training that they are required to do must be paid for.
• Supporting achievement of Associate Fellowship of the HEA
• Provision of teaching materials and guidance on marking.
• Involving GTAs as part of the Department teaching team. GTAs should be represented at either SSLC or teaching team meetings so there is a direct channel for their feedback.

Timeline

When GTAs start
• Job description and module supervisor should set out what is expected.

During engagement
• 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.

Towards the end
• At the end of autumn term and each academic year, a Departmental workshop aimed at sharing good practice.
• GTAs to achieve Associate Fellowship of the HEA.

GTA / GLA Employment guidance
Guide to producing GTA/GLA contracts
Pay and contracts

- Overarching employment contract covering the period as a postgraduate student. This is activated by each engagement. There is no entitlement to any future engagements.
- 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 16.77% to their salary — shown on the payslip.
- 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. Training can be paid for through timesheets.

HR can answer all questions regarding contracts and payment.

Supporting development

- The most important development support comes from the module supervisor – helping GTAs to understand what is expected of them to teach that course, providing guidance on teaching materials and on any marking.
- Learning and development provide induction courses (which are mandatory) and other workshops. GTAs must attend induction.
- GTAs find Department induction events invaluable in helping them understand subject specific issues. These events should cover departmental teaching and assessment practices, student progress procedures, and guidance on academic content.
- At the end of autumn term and each academic year, a Departmental workshop aimed at sharing good practice must be held.

Learning and development can provide further advice on induction and development events.

Questions

- Do GTAs need to be paid for all training?
  GTAs need to be paid for all mandatory training such as induction and to achieve AFHEA – we estimate this to be 12 hours. Any other time spent training that is required by Departments must be paid for – just as it would for other employees. If GTAs decide to attend other workshops, time spent on these does not need to be paid for.

- How do GTAs find out about other training?
  These sessions can be found by checking HR organiser - search for ‘GTA’ and all the workshops will be shown.

- How are GTA posts advertised?
  When Departments undertake their recruitment of GTAs, they should place an advert through recruitment highlighting the range of opportunities available and with contact details. They do not need to advertise each post separately.

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