

NB: This is a generic role descriptor and person specification. Departmental and role specific details should be included in the associated GTA advert and Appendix A of the GTA Statement of Engagement.

Role Title: Graduate Teaching Assistants (GTAs) - Demonstrator

Record Prepared: July 2010, updated September 2017, updated July 2021

Main purpose of the role

Facilitate student learning in a laboratory, workshop or fieldwork setting, under the supervision of, or in liaison with, senior academic colleagues.

Key duties

- Deliver teaching activities in a laboratory, workshop or fieldwork setting in support of student learning, including:
 - Being prepared for and present throughout the sessions, with appropriate breaks as agreed
 - Teaching learning materials developed by others, making minor modifications to the communication style or mode of delivery depending on the needs of students
 - Support the day-to-day delivery of practical teaching as required, for example: liaising with Practical Course Organisers, attending or delivering briefings, and undertaking any additional training required
 - Engage and interact with the students to provide guidance and support in a clear and accessible manner
 - Demonstrating procedures/techniques to students on a group or one-to-one basis as required
 - Contributing to the organisation and smooth running of the laboratory, workshop or fieldwork setting, for example, managing student progress, and assisting other staff in the efficient running of the laboratories
 - Problem diagnosis and resolution: assisting students who are experiencing technical issues, work on own initiative to proactively identify and help solve problems (raising any issues with more senior staff)

- Helping students to consolidate their learning, for example, through discussion, by providing feedback and assisting with data interpretation
- Acting as a catalyst for undergraduate students' further learning
- Assessing student competence in key practical techniques where appropriate
- Carry out any administrative tasks which may relate to the delivery of the teaching
- Where required, mark reports, in-lab assessments, providing students with constructive feedback in accordance with departmental expectations
- Help to maintain a safe and effective working environment, including adherence to safe disposal of waste, health and safety regulations
- Take a proactive approach to maintain the safety of the work carried out by students in the laboratory, workshop or fieldwork setting
- Consider the needs of a diverse student community, adapting teaching and communication style as appropriate, e.g. providing more detailed instructions to students with learning disabilities and raising any pastoral concerns with academic staff.
- Comply with the *Responsibilities of GTAs* section of the University Policy on GTAs: <https://www.york.ac.uk/staff/teaching/develop/graduate-teaching-assistants/>
- Other duties commensurate with the role, as determined by the department

Training

All GTAs should undertake the mandatory training outlined in the *Training and Supervision of GTAs* section of the University Policy on GTAs:

<https://www.york.ac.uk/staff/teaching/develop/graduate-teaching-assistants/>

Rate of pay

<https://www.york.ac.uk/admin/hr/pay-and-grading/hourly-rates/gta/>

Person specification

	Essential	Desirable
First degree in a relevant subject area or equivalent experience	X	

Undertaking a research degree at the University of York	X	
Have undertaken the University's <i>Introduction to Teaching and Learning</i> course or departmental equivalent	X	
For non-native speakers of English: IELTS 7.0 or equivalent (<i>may be higher for some roles as detailed in the GTA advert</i>)	X	
Permission from supervisor to serve as a GTA	X	
Able to undertake/have undertaken (as applicable) the relevant departmental training	X	
Excellent oral and written communication skills to facilitate student learning effectively and confidently, notably an ability to explain and communicate problems, ideas and concepts clearly and accessibly to students	X	
Requisite subject-specific knowledge and skills to perform the role and willing to update those skills and knowledge as necessary	X	
Thoughtful and reflective approach to teaching and learning	X	
Enthusiastic and committed to the delivery of high quality teaching	X	
Positive, considerate attitude to colleagues and students, including awareness of Equality and Diversity issues	X	
Well-organised, reliable and excellent time-management skills	X	
Able to work effectively as part of a teaching team.	X	
Ability to work independently and take initiative, to solve problems in support of learning outcomes	X	
Ability to manage and prioritise concurrent demands whilst maintaining high quality teaching?	X	
Able to reflect on one's teaching and willing to participate in continuing professional development opportunities for GTAs	X	
Experience of supporting student learning		X

Experience of using the virtual learning environment		X
Knowledge of core health and safety requirements and the ability to apply them in a laboratory, workshop or field setting	X	