

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) - Tutor

Record Prepared: July 2010, updated September 2017

Main purpose of the role:

Facilitate student learning, typically in a seminar or tutorial setting, under the supervision of, or in liaison with, senior academic colleagues.

Key duties:

- Facilitate student learning in a seminar or tutorial setting (or similar), including:
 - Delivering and/or designing and delivering teaching materials (see below)
 - Providing guidance and feedback to students on their work within/for the seminar/tutorial
 - Helping students to make sense of their learning within the context of the module and programme
 - Acting as a catalyst for further learning
 - Monitoring student engagement, referring any issues to the module leader
- Where required, undertake associated marking, providing students with constructive feedback in accordance with departmental expectations
- 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

Level 1

- Use existing teaching materials, or modify existing teaching materials to enhance existing session plans, within an established module and programme

Level 2

- Develop and deliver own teaching materials within an established module and programme.

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	
Currently enrolled on at research degree at the University of York	X	
Have undertaken the University's <i>Introduction to Teaching and Learning</i> course or equivalent	X	
For non-native speakers of English: IELTS 7.0 or equivalent (<i>may be higher for some roles, see PoRD</i>)	X	
Permission of supervisor to serve as a GTA	X	
Able to undertake/Have undertaken (<i>delete as applicable</i>) the relevant departmental training	X	
Excellent oral and written communication skills to facilitate student learning effectively and confidently	X	
Requisite subject-specific knowledge to perform the role and willing to update that knowledge as necessary	X	
Understand the needs and expectations of students	X	
Well-organised, reliable and good time-management skills	X	
Able to work effectively as part of a teaching team	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

For tutor level 2

Experience of modifying or developing teaching materials		X
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