GRADUATE TEACHING ASSISTANT INDUCTION

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Deputy Vice-Chancellor - Education

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Dean of the Graduate School
Education and Student Experience Strategy

- Valuing education at Kent
- Teaching skills and your future career
- Teaching qualifications – Associate Fellowship of the HEA
Our Mission
To lead and champion the strategic development of provision for graduate education and research at the University of Kent.

Key objectives
- To provide internationally distinctive, exciting and innovative programmes of study that combine academic excellence with an exceptional student experience and appropriate learning resources.
- To develop a strong and supportive infrastructure for graduate students in order to ensure that their academic and social interests are developed and appropriately provided for.
Graduate Teaching Assistants

- Postgraduate researchers who teach/demonstrate provide a vital contribution to schools’ educational provision.

- Students on **Graduate Teaching Assistantships** (GTA) receive financial support in return for teaching (combined salary and maintenance grant).

- GTAs are both registered students in receipt of a scholarship and University employees.

- Self-funded students or students on other type of scholarships (e.g. funded by Research Councils) may also be employed as teachers/demonstrators on separate HR contracts.
Support for GTAs

- Annex Q: Research Student Teachers and Demonstrators
- School level support
- University level support
- Introduction to University Teaching
- Graduate School Training
- Associate Fellowship Scheme (AFS)
School Support for GTAs

- **GTA Coordinator**
  Academic contact for research student teachers and demonstrators.

- **Module Convenors**
  Will outline your teaching/demonstrating duties and provide materials and guidance.

- **School induction**
  - Introduction to administrative procedures.
  - Meeting with module convenor.
  - School guidelines on learning and teaching practice.
University level GTA Support

**Introduction to University Teaching**
- Led by Dr Jennifer Leigh, UELT.
- Organised by Graduate School.
- Medway session on Monday 1\textsuperscript{st} October
  - (To book a place email: f.Clifford-254@kent.ac.uk).
- Additional session in January 2019.

**Approaches to Teaching** **workshops**
- Developing your seminar teaching
- Give it a go – your lecture, your success!
- Marking and Feedback (Humanities)
- Teaching with Technology
- Approaches to Teaching - Practical Planning (10\textsuperscript{th} October 2018)
- Approaches to Teaching - Troubleshooting Teaching (6\textsuperscript{th} February 2019)
- Approaches to Teaching – Balancing Teaching with Research and Life (27\textsuperscript{th} November 2018)

**GTA Network – Coming Soon**
- An opportunity to discuss best practice and opportunities amongst fellow Graduate Teaching Assistants.
Graduate School Prizes
Graduate Teaching Assistant Prize

- £500 prize
- Nominations open early April
- Winners announced during summer term
- Prize winners asked to share good practice with new GTAs
Associate Fellowship Scheme (AFS)

- Run by the Centre for the Study of Higher Education (CSHE).
- For GTAs who have completion of AFS as part of their contract.
- Two cohorts per year (September and January) – limited places so please apply as early as possible.
- Two compulsory modules (possibility of up to 50% APEL) plus two teaching observations.
- Applicants must be assigned a mentor by Head of School (ideally not the PhD supervisor).

www.kent.ac.uk/teaching/qualifications/pgche/
The GTA Scholarship Scheme

- Students engaged as Graduate Teaching Assistants hold a unique position in the University; they are both registered students in receipt of a studentship award and employees of the University.

- As such they hold two mutually dependent agreements with the University of Kent and are required to abide by the terms and conditions of both agreements, as well as having the opportunity to enjoy the privileges afforded them in each scheme.

- Your Scholarship is made up of two elements:
  - University Salary: £3,659.52 (National Insurance deductible)
  - Maintenance Stipend: £11,117.48 (Not Tax deductible)
  - Total 2018-19 =: £14,777
  - This is paid in 12 monthly instalments equalling £1,231.40

- Tier 4 Visa students legally can only work up to 20 hours per week.

- Your stipend and salary are paid separately. You receive your stipend on the last Friday of each month, and your salary on the last working day of the month. (Your first payment will be at the end of October 2018.)

- Please refer to your Terms and Conditions and Conditions of Service documents.
GTA Scholarship entitlements

• As a GTA you are also entitled to a number of additional benefits including:
  ▪ Sick Pay.
  ▪ Maternity/paternity leave and pay.

• Queries about your scholarship?:
  ▪ Are you funded by your school? – Find out! It will be in your offer letter.
  ▪ If you are funded by your school, contact your School Administrator.
  ▪ If you are funded centrally, contact gta@kent.ac.uk

• Queries about your teaching responsibilities, workload?:
  ▪ Contact your Supervisor, Module Convenor or Director of Graduate Studies.

• Queries about your salary/contract etc:
  ▪ Contact HR dropsteam@kent.ac.uk or gta@kent.ac.uk

• I am concerned I might need to intermit, or change my mode of study?:
  ▪ You should discuss this with your supervisor, academic advisors within the school, you can also speak to the Graduate School for advice.

• Any queries about impact on your scholarship, or clarification with aspects of your Terms and Conditions:
  ▪ Contact Stephen McLaughlin gta@kent.ac.uk
Are you a Research Student who teaches?

NEED A HAND?

CV WRITING
ACHIEVING FAIR PAY
LEARNING TO TEACH
OPPOSING UNFAIR CONTRACTS
EXPANDING YOUR RESEARCH PROFILE
INTERVIEW TECHNIQUES
SUPPORT WITH EMPLOYMENT ISSUES

You are the future of our profession and we are on your side

Join the union, FREE for research students who teach

www.ucu.org.uk/join
Who to contact?

- Scholarships: scholarships@kent.ac.uk
- Employment contracts: gta@kent.ac.uk
- Associate Fellowship Scheme: heprogsadmin@kent.ac.uk
- Other support and training for teaching: skills@kent.ac.uk

Any ideas for providing greater support, training or guidance for teachers, please contact Dr Jo Collins (Postgraduate Development Advisor: J.P.Collins@kent.ac.uk).
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