

Annex P: Research Student Teachers and Demonstrators

N.B. Where the text states 'School' this should be understood to refer to 'School' or 'Department' at the sub-divisional level, as appropriate.

Divisional Level Support

1. Research student teachers and demonstrators must be provided with the following by their Schools *prior* to the commencement of their responsibilities:
 - a. An induction with the module convenor who will outline their teaching/demonstrating duties. It is acknowledged that research student teachers and demonstrators may undertake other duties (e.g. marking or organising events) as part of their responsibilities. In each case, they should be provided with a clear induction from the academic school about what is expected of them.
 - b. Teaching materials and appropriate guidance on how seminars should be delivered. Research student teachers and demonstrators should not be expected to develop all their own materials and should work closely with the module convenor who will be responsible for the standard and quality of provision.
 - c. Introduction to any relevant administration procedures within the school (e.g. entering marks on the student data system).
 - d. Health and safety induction (in the case of laboratory subjects).
 - e. Factsheet for research student teachers and demonstrators containing practical information and any subject-specific guidelines on learning and teaching practice.

2. Support for research student teachers and demonstrators in Schools should be provided by:
 - a. ***An academic contact for research student teachers and demonstrators***

Each School must identify an academic staff member (named contact point) who will be responsible for supporting and overseeing the work of research student teachers and demonstrators within the School. This staff member will be responsible for:

 - Meeting with research student teachers and demonstrators at least once per term to provide briefings, feedback and discuss any issues arising.
 - Ensuring that arrangements are made for research student teachers/demonstrators to be provided with an introduction to any

University of Kent
Code of Practice for Quality Assurance of Research Courses of Study

relevant administration procedures (e.g. entering marks on the student data system).

- Ensuring that arrangements are made for research student teachers/demonstrators to be provided with a health and safety induction (in the case of laboratory subjects).
- Arranging for research student teachers and demonstrators to receive a factsheet containing practical information and any subject-specific guidelines on learning and teaching practice.
- Liaising with the Divisional Director of Operations to monitor the workload of research student teachers and demonstrators in order to ensure that they do not work more than the hours stated in their contracts of employment.
- Ensuring that all research student teachers and demonstrators have their teaching reviewed within the first five weeks of the commencement of their teaching/demonstrating duties. The work of research student teachers and demonstrators will also be evaluated through module evaluation. The designated academic contact should ensure the School has a clear mechanism through which all research student teacher/demonstrators can receive feedback on their teaching/demonstrating practice along with the provision of any advice or training required as a result of this.
- Teachers and demonstrators will also be evaluated through module evaluation. The designated academic contact should ensure the School has a clear mechanism through which all research student teacher/demonstrators can receive feedback on their teaching/demonstrating practice along with the provision of any advice or training required as a result of this.

b. ***Module convenors***

Module convenors are responsible for:

- Providing a module induction for research student teachers/demonstrators outlining their teaching/demonstrating duties.
- Providing research student teachers/demonstrators with teaching materials and appropriate guidance on how seminars should be delivered. Research student teachers and demonstrators should not be expected to develop all their own materials.
- Providing students teaching or demonstrating on their modules with regular opportunities to meet to discuss their progress and any concerns which arise during the academic year.
- Ensuring research student teachers/demonstrators are provided with adequate opportunities to provide feedback on their experiences.

University of Kent
Code of Practice for Quality Assurance of Research Courses of Study

- Discussing all feedback obtained via module evaluations with research student teachers/demonstrators so that this feedback can be used to inform their training and development.

3. Institutional Support

All new research student teachers/demonstrators are required to attend an 'Introduction to University Teaching' session arranged by the Graduate and Researcher College.