**Postgraduate Teaching Assistant Work Proforma**

Depending on how your department chooses to arrange planning you may need to reproduce the below table for each module. It may also be necessary to edit this template to ensure it works for your area.

PGTAs benefit from understanding the requirements on their time at a granular level. As such it may be helpful to complete the below on a weekly basis. This can then be multiplied by length of contract to give total hours.

**Name of PGTA UCL Department**

**Name of PGTA manager Date Issued**

|  |  |
| --- | --- |
| **Module:**  **Period of work:** | |
|  | **Hours** |
| **Contact** |  |
| Timetabled teaching contact hours (e.g. Seminar, tutorials, lab sessions, workshops, practicals, coursework surgeries, classroom support etc |  |
| **Preparation** |  |
| Preparation  (X hours of preparation per 1 hour of contact time) |  |
| Asynchronous support (e.g. moderation of moodle pages, discussion fora) |  |
| Mandatory attendance at module lecture(s) |  |
| **Administration** |  |
| Office hours (e.g. pastoral support, student queries both face to face and by email, provision of student feedback) |  |
| Meetings e.g. Teaching co-ordination, feedback meetings |  |
| **Marking – edit based on discipline (e.g. SAQ vs essay marking)** |  |
| Formative marking ((include calculation of how long per script/paper) |  |
| Summative marking (include calculation of how long per script/paper) |  |
| Parity/marking consistency meeting(s) |  |

|  |  |
| --- | --- |
| **Additional work indirectly related to the module(s).** | |
| Mandatory online training (N/A if already completed) | **TBC** |
| Arena training |  |
| Local training e.g. induction, |  |
| Performance feedback, probation |  |

|  |  |
| --- | --- |
| **TOTAL HOURS** |  |
| **Contract type**   1. **Pay for work averaged over the period of work** 2. **Pay for work completed via a payment form (**department to add how the PGTA should inform you of the hours they’ve worked**)** | **Option 1 or 2 (department to delete as applicable before sharing with PGTA)** |
| For both options 1 and 2, PGTAs will accrue annual leave hours which will be paid in addition to their working hours and shown separately on their pay slip. | |

The hours set out in this document are indicative only and may vary, for example if student numbers decrease.

**Key contacts**

Sickness absence: Classroom lead

Hours and pay:

**Useful links**

[PGTA Code of Practice](http://www.ucl.ac.uk/human-resources/postgraduate-teaching-assistant-code-practice)

[PGTA hub](https://www.ucl.ac.uk/pg-teaching-opportunities-hub/)