

The Role of the TA Coordinator

Each School will have a TA Coordinator whose role it is to oversee the development and support of TAs within their School. The TA Coordinator will be an Academic member of staff and may be embedded in existing roles within the School. It is expected that the TA Coordinator role will incorporate the following:

Duties include:

- Working with the relevant staff members including the Faculty Training Coordinator, Heads of Schools, Directors of Teaching & Learning and Senior PSS staff across programmes where Teaching Assistants may be recruited.
- Have overall responsibility for the development and support of TAs, including training and induction processes within the School.
- Ensure that TA training complies with current HEA Framework and assess TA portfolios as part of the HEA accreditation scheme
- Attend School T&LC to raise any issues or concerns expressed by the TA community.
- Facilitate the TA Forums to collect and act on feedback from the TA community.
- Together with the PSS TA Coordinator, implement the Faculty TA Policy and act as a member of the Faculty TA Policy Review Group
- Provide feedback to applicants who are unsuccessful in being allocated work when requested
- Be the first point of contact in the event that a TAs experiences issues with their Course Unit Convenor and/or are being considered for removal from the pool
- Advise Course Unit Convenors on their responsibilities on relation to advice sessions and peer review of TAs
- Mentor TAs where required to advise on areas of personal development and career planning
- Resolve any issues with the appropriate Head of Discipline