

## **The role of the PSS TA Coordinator**

Each School will have a named member of PSS staff that assists the TA Coordinator in supporting the implementation of the Humanities TA Policy. Whilst the role of the PSS contact is likely to be embedded in existing roles within the School, it is expected that they will incorporate/include to following:

- Support the Academic TA Coordinator in the implementation of the Faculty TA policy
- Work with Academic staff with regards to recruitment and resources
- Ensure that TA opportunities for are promoted to PGR students and others eligible to apply for the roles
- Organise training for TAs within the School supporting the TA Academic Coordinator in developing assessment processes, and ensuring all TAs are fully trained in advance of teaching and liaise with Faculty Training team regarding the HEA accredited programme,
- Responsibility for the TA database development and providing HR with the data for payment
- Working with relevant Academic staff in regards to the allocation of TAs hours
- Raising and sending out Letters of Intent
- Ensuring that TAs are aware of the location of all resources and information outlining all policies and procedures
- Acting as a point of contact for queries relating to non-teaching activity such as pay and procedure

*\*NB: PSS TA Coordinators may divulge duties to other PSS staff however they will have ultimate responsibility for the above being carried out*