**School of Biological Sciences**

# Responsibilities of Practical Coordinators and GTAs (demonstrators)

***Postgraduate Students***

As a Laboratory Demonstrator, you will be an employee of the University are expected to undertake responsibilities and comply with guidelines as follows.

**Demonstrators…**

* must have completed the
  + Health and Safety course
  + Scored > 90% in the Academic Literacy Programme
  + Completed the GTA course and passed the online assessment
* complete the online application for demonstrating in appropriate practical sessions according to your expertise and experience;
* sign and return the contract of employment, together with other specified documentation, to Human Resources as instructed when you are allocated duties by the Student Support Office;
* should e-mail the staff in charge of the practical class to confirm their appointment
* attend appropriate **practical-specific training sessions (**ask the practical coordinator when these might be);
* must be **punctual** and **prepared** for the session; understand the experiment, know how to use and demonstrate the equipment and anticipate problems/questions and think how you might respond;
* be aware of and observe and demonstrate **health and safety** issues/requirements;
* provide formative **feedback** to students (and mark written work as requested);
* **report** any problems or difficulties to the staff in charge;
* must not withdraw your application *after* allocation of duties;
* must notify teaching staff of absence from classes and arrange a replacement if possible;
* should behave in a responsible and professional manner;
* should **communicate** clearly both verbally and in writing if necessary;
* must be **proactive** and facilitate laboratory activities and student learning; be a good role model for students; if you are interested, then they will be too;
* complete and submit a signed timesheet to the Graduate Office in order to be paid at the agreed rate.

***Practical Coordinators***

It is anticipated that members of academic staff running a particular practical should:

* respond to your contact email with a time, date and place for **practical-specific training** (this is often for the hour immediately preceding the first practical)
* provide you will an extract of the **practical manual** or equivalent to help you prepare for the practical, and to help you provide feedback to the students
* inform you of the times that you are expected to arrive and leave the practical
* allocate you to a group of students, where appropriate (usually one demonstrator per 12-16 students, depending on the particular practical and the level of the students)
* explain your duties in the practical (that might include: demonstration of equipment, health and safety, answering questions in the lab manual, collating group data, supervising registration using swipe cards, discussing results with the students, facilitating the practical in a proactive manner, drawing the practical to a close, supervising clearing away, signing practical manuals)
* discuss good practice with you so that you act as a positive role model for students.

***Would staff or GTAs please contact*** [***Dave Boam***](mailto:dave.boam@manchester.ac.uk) ***if there are any issues or problems that arise that are NOT to do with allocations.***