

Starting at just past the hour.

Grab a drink and see you soon!

# Introduction to Becoming a Teaching Assistant in SEED

**Dr Joe Blakey**

SEED Associate Director for Teaching Assistants

Lecturer in Human Geography

[Joe.Blakey@Manchester.ac.uk](mailto:Joe.Blakey@Manchester.ac.uk)



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# What does a TA do?

**“A Teaching Assistant (TA) is a person employed on an hourly basis to provide teaching and learning support to academic staff. TAs will include PGRs at Manchester, those at other institutions, and others employed to teach on an hourly basis” (Humanities TA Policy, 2021)**

Different types of teaching are available in each Department, but it might include marking, seminars, tutorials, field courses, computer cluster support, lab work, amongst other things...



# Why might I want to become a TA?

Teaching skills for future academic and non-academic careers

An incentive to come into your department during the semester

A good way of getting to know other PhD students that you teach alongside

A good way of getting to know staff members other than your supervisors

Extremely flexible

Extra cash!

A break from the PhD

Learning about the subject

# Limits

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- For full time PGRs, you are limited to 180 hours work per year (special cases can be made after an Aii viva result), and 90 hours per semester (unless supervisors agree to more). There is no limit for part time PGRs.
- It is common for international TAs to be on Tier 4 (student) visas. These place further restrictions on the number of hours that can be worked each week.
- Supervisors must agree to you being admitting to the TA pool and the maximum amount of hours you are applying for.

# SEED TA Governance: Who is involved?

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## Academic Staff

Head of School (Martin Evans,  
Jupp Stelma incoming)

SEED Director of Teaching and  
Learning (Jupp Stelma, Rory  
Stanton incoming)

SEED Associate Director for  
Teaching Assistants (Joe Blakey)

Departmental TA Coordinators  
and Heads of Departments

Course Unit Leads

Teaching Assistants

## Professional Support Staff

SEED School Office

([SEEDteachingassistants@manchester.ac.uk](mailto:SEEDteachingassistants@manchester.ac.uk))

## Representation

Departmental TA Representatives

UCU (optional)

# Departmental TA Coordinators

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Architecture – Kim Foerster

Geography – Ross Jones

Global Development Institute - Lawrence Ado-Kofie

Manchester Institute of Education (Allocations) - Martyn Edwards

Manchester Institute of Education (Training / Contracts) - Lise Hopwood

Planning and Environmental Management – Felix Agyemang

# How do allocations work?

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Course Unit Convenors submit their requirements

TA Coordinators matchmake TA needs with available TAs

TA Coordinators will offer you work

You can accept or reject it

Accepted hours are sent to the School Office



A photograph of a swimming pool with a blue tiled bottom. In the foreground, two metal handrails are visible, curving over the water. The text is overlaid on the image.

# How do I get added to the TA pool?

To be added to the TA pool, you must first complete all elements of **TA training**.

# Draft SEED TA Training Schedule (SEED) (6 hours, paid)

## Day 1: Thursday 24th October 2024 (week 5)

Time	Activity	Host	Location
9:00 - 10:00	Introduction to TA Training* Invite P&OD	Joe <u>Blakey</u>	
10:00 - 11:30	Assessment and Feedback	Louisa Dawes	
11:30 - 12:00	Meet the Experts	TA Representatives	
12:00	<u>Welcome Lunch</u>	N/A	
13:00 - 14:00	Planning and Delivering Seminars	Sylvie <u>Lomer</u>	
14:00 - 15:00	<i>Discipline based introductions - <b>MIE only</b></i>	<u>Lise Hopwood (MIE)</u>	
		<u>Kim Föerster (Architecture)</u>	

## Day 2: Thursday 31st October 2024 (week 6):

Time	Activity	Host	Location
11:00 - 12:00	Wellbeing, student support and emotions in the classroom	Kathryn Telling	
13:00 - 14:00	<i>Discipline based introductions - <b>Geography, GDI, PPEM, Architecture</b></i>	<u>Ross Jones (Geography)</u>	
		<u>Lawrence Ado-Kofie (GDI)</u>	
		<u>Felix Agyemang (PEM)</u>	

# Faculty Training (5 hours, paid)

- The Faculty's TA training course aims **to introduce you to some of the teaching and learning approaches most frequently encountered by TAs, to develop your awareness of crucial aspects of teaching and learning practice in Higher Education, and to signpost you to further support and development opportunities available to you.**
- Once you have been given access your School TA Blackboard space, you will be able to access the training by logging into Blackboard and completing the material in **the "Faculty of Humanities TA Training 2024-25"** folder. You can work through the training at your own pace and can pause and return to the course at any time. The Faculty's online training should take approximately **four hours** to complete.
- **At the end of the course, there is a final quiz for you to complete.** To pass the training you must score **at least 70%**. You will have unlimited attempts to complete the quiz. Once you have successfully passed the training, this will be recorded in Blackboard. **You should then complete the Faculty's Feedback Studio Training (1 hour) - further information about the Feedback Studio training will become available in Blackboard once you have completed the online TA training course.**

# University Training

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- TAs are also required to undertake additional UoM required training ~2 hours (unpaid), including:
  - Health and safety
  - Cyber security
- Details will be provided on the SEED TA Training Blackboard



# Key Points

- Completing TA training does not obligate you to take on TA work.
- However, we recommend completing the training now if you are considering working as a TA in the future.
- There is one training opportunity per semester.
- Once you complete the training, you will be eligible to work as a TA starting from the semester following your training (for example, if you complete the training in semester 1, you can begin working as a TA in semester 2).

# Pay

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- The TA pay scale can be found here:  
<https://www.staffnet.manchester.ac.uk/people-and-od/current-staff/pay-conditions/pay-scales/>
- TAs who teach in consecutive years will move up one spine point every year they teach.
- If you take a break from teaching for an entire academic year, you will return to your previous spine point when you restart. This is HR policy for all employees, and is not specific to TAs. You may wish to teach continuously, even if you just teach for a few hours in one or more years, to maintain a continuous record.
- You will also receive holiday pay (1 hour for every 5.35 hours worked).
- Please note that there will also be some deductions to your pay i.e. tax, national insurance, and possibly pension contributions.

# What to do next



Look out for the email from SEED Teaching Assistants to sign up to training



Keep Thursday 24<sup>th</sup> October and Thursday 31<sup>st</sup> October free for training

Question &  
Answer





# Key Contacts

- SEED TA Support - [SEEDteachingassistants@manchester.ac.uk](mailto:SEEDteachingassistants@manchester.ac.uk)
- P&OD (HR) - [people.teachingassistants@manchester.ac.uk](mailto:people.teachingassistants@manchester.ac.uk)
- Joe Blakey (SEED AD for TAs) – [joe.blakey@manchester.ac.uk](mailto:joe.blakey@manchester.ac.uk)