

# Working as a Teaching Assistant

School of Computer Science

# Why should I be a TA?

- Teaching experience.
- Leadership experience.
- Qualifications.
- Contacts.
- It's (usually) enjoyable.

# How to apply

- Submit your abilities online.
- Try to be as available as possible.
- School-funded PhDs must fill in the form.
- Apply separately for each semester.
- CDT students can teach from semester 2.
- <http://studentnet.cs.manchester.ac.uk/pgr/demonstrators/>
  - ‘Apply to be a teaching assistant’

# Pay

- Between £13 and £16 per hour, depending on experience.
- For every 5.35 hours worked, you will get 1 hour of holiday pay.

# Training

- Faculty Graduate Teaching Assistant Training.
  - Before teaching begins
    - Equality and diversity
    - Health and safety
  - Workshops to be completed in first year
    - Roles and expectations (FSESS8201)
    - Introduction to GTA (FSESS8200)
    - Teaching skills (TBC)
    - Assessment and feedback (FSESS8203)
  - All available on Blackboard (FSE Research Student space):
  - [https://online.manchester.ac.uk/webapps/blackboard/execute/content/blankPage?cmd=view&content\\_id=\\_4938237\\_1&course\\_id=\\_39483\\_1](https://online.manchester.ac.uk/webapps/blackboard/execute/content/blankPage?cmd=view&content_id=_4938237_1&course_id=_39483_1)

# Qualifications

- Other training modules available
- Completion certificate for undertaking all modules
- Apply for Associate Fellowship of the HEA.
  - <https://www.heacademy.ac.uk/>

# What am I expected to do?

- Help students to understand and complete work set by lab supervisors (lecturers).
- Mark work according to a designated scheme.
- Feedback to the lecturer – any questions, thoughts, ideas – let the lab supervisor know.
  
- Wear a name badge (available from ACSO – room 2.127).
- Attend ALL labs.
  - If you're ill, let someone know.

# Who do I talk to if I have a question (or problem)?

- Talk to the lab supervisor!
- Course unit allocation
  - [compsci-ta-admin@listserv.manchester.ac.uk](mailto:compsci-ta-admin@listserv.manchester.ac.uk)
- Pay & timesheets
  - [christopher.calland@manchester.ac.uk](mailto:christopher.calland@manchester.ac.uk)
- TA Champion
  - [caroline.jay@manchester.ac.uk](mailto:caroline.jay@manchester.ac.uk)



# https://wiki.cs.manchester.ac.uk/ta

## Welcome to the CS Teaching Assistants' Wiki

This is the home page for the CS TA wiki. This wiki contains FAQs, admin information, and other useful information for teaching assistants.

### FAQs



- [CS TA FAQ home](#)
- [Academic Malpractice FAQ \(on the Staff Wiki\)](#) [↗](#)

### ARCADE

- [Using ARCADE](#)

### Administrative things

- [Timesheets](#)

### Training

- [Faculty Training](#) [↗](#)
- [Training for individual course units](#)


### Contacts

- [Contacts](#)

### Have your say!

- [How can we help?](#)

#### Authors

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