# GRADUATE TUTOR: TASK LIST

*The list of tasks, skills and competencies outlined below relate to both laboratory and non-laboratory contexts and will vary according to the specific nature of the engagement. The tasks can only be undertaken by a Postgraduate Researcher (PGR) who, at the time of the engagement, is on a research degree programme of Cardiff University, and where there are no concerns over the PGR's academic progress.*

## Aims of Engagement

To support and contribute to undergraduate student learning by undertaking teaching activities and/or assessing students' learning, and providing academic advice and feedback in line with Cardiff University expectations, as required.

A Graduate Tutor typically prepares and delivers seminars or tutorials that contribute to an undergraduate module, under the guidance of the Module Leader, and will often assess written assignments and/or examination scripts associated with the module. Occasional tasks may include the delivery of some lectures and/or support with the supervision of student projects.

A Graduate Tutor may also be engaged in a laboratory or workshop context, and will then act as a laboratory or workshop leader: as well as supporting student learning and assisting students in developing good laboratory and/or workshop practice, the Graduate Tutor will play a significant role in the design and preparation of the learning experience and will take on the task of being lead contact. A PGR student may be engaged as a Graduate Tutor to assess and provide feedback on students' work associated with a laboratory or workshop session.

## Typical Key Tasks

- Lead seminars, tutorials or laboratory sessions with specified learning outcomes, within a clear and established teaching programme/framework set by the Module Leader.
- Develop and deliver teaching materials within a clear and established programme under supervision and guidance.
- Design and prepare laboratory sessions within a clear and established programme under supervision and guidance.
- Lead or contribute to the delivery of clinical sessions (where appropriately trained and qualified).
- Demonstrate techniques and equipment to students and assist with technical problems and techniques.
- Provide academic advice and guidance to Graduate Demonstrators.
- Mark formative and/or summative assessments with the support of an academic member of staff and provide students with appropriate feedback.
- Respond to student queries relating to the content of the teaching.
- Assist in the supervision or mentoring of student projects alongside an academic member of staff.
- Prepare and deliver occasional lectures.

## General Tasks

- Foster/stimulate discussion amongst students on key course topics/set reading in order to promote and further understanding of the subject matter.
- Monitor student learning and offer academic advice, alerting the Module Leader to any concerns about performance, attendance or pastoral issues.
- Complete necessary reading and preparation prior to the session.

- Ensure that an understanding of the importance of confidentiality is applied when undertaking all duties.
- Abide by University policies on Health and Safety and Equality and Diversity.

## Skills and Competencies

- Sufficient breadth and depth of knowledge in a relevant subject area.
- Ability to lead groups and stimulate discussion in the subject area.
- Appropriate technical skills.
- Effective communication skills to explain degree level subject clearly and accurately, and be able to answer questions in a clear and understandable manner.
- Excellent organisational skills, including the ability to meet marking deadlines, and to plan and manage teaching and administrative activities within set deadlines and without detriment to the research degree.

## Additional Information

Must be prepared to:
- attend compulsory training relevant to the type of teaching activity and/or assessment;
- attend any subject-specific or module-specific training required by the School/Module Leader;
- attend associated teaching where required by the School/Module Leader;
- engage with the School procedure for monitoring PGR Teaching;
- attend any meetings requested by the Module Leader/PGR Teaching Co-ordinator.