

TYPICAL DUTIES OF A TEACHING ASSISTANT

Organisation Unit: School of Social Sciences

Type of Employment: Casual

Pay Rate: AC50

School of Social Science

The School of Social Science is one of the leading social science schools in Australia. It is known internationally for its strong research focus and for producing undergraduate and postgraduate students with the skills and confidence to move through the world as curious, critical and engaged global citizens who secure work in their chosen careers. The School teaches in the disciplines of anthropology, archaeology, criminology and sociology, as well as interdisciplinary degree programs in criminology and criminal justice, development practice, museum studies, social science and cyber-security. The lecturing staff bring to the classroom enthusiasm for their subject, together with their considerable research expertise. This combination ensures that the latest ideas and insights of scholarly research and practice are immediately available to students, providing a refreshingly creative environment for interaction and learning. The school has close working links to University wide research centres and institutes, including the Institute for Social Science Research. The Archaeology Labs contain excellent facilities for the analysis of archaeological materials, and the Anthropology Museum within the school holds world class collections from Aboriginal Australia and the Pacific region. With over 50 academic staff and 90 research higher degree students, the School provides an atmosphere of encouragement and support for research activity and intellectual growth of its members.

The typical duties of a Teaching Assistant in the School of Social Science

Teaching Assistants and other casual academic staff play a vital role in teaching and learning in the School, working directly with academic staff to provide a quality learning experience to students. The primary role of a Teaching Assistant is to participate in the education of undergraduate and postgraduate students by supporting the in-class teaching activities of the course coordinator or other teaching staff. Unlike tutors or lecturers, Teaching Assistants are not required to supervise a class of their own, but to provide teaching assistance to another staff member who takes responsibility for managing the class but who may require extra support due to the size of the class, additional health and safety requirements (such as in the Anthropology labs or other facilities), or when teaching to two cohorts of students (in-person and external).

In addition, Teaching Assistants may be required to undertake other associated activities, specifically class preparation and student consultation, depending on the needs of the specific course. The precise combination of a Teaching Assistant's duties for any given course (in-class teaching assistance, preparation, consultation), and the number of hours dedicated to each activity per week, are determined, and communicated to prospective applicants, prior to appointment. Marking is also paid separately, as required.

All activities undertaken by a Teaching Assistant are paid at the casual academic pay code AC50.

Duties

The duties and responsibilities of a Teaching Assistant may include the following:

- Ensure familiarity with the course content, aims, and objectives.
- Where specified, prepare for class using materials provided by the Course Coordinator.
- Attend a one-hour (paid) preparatory course meeting.
- Assist the Course Coordinator/Lecturer with in-class student learning and in supporting the health and safety requirements of the class.
- Invigilate in-class quizzes and exams as required.
- In collaboration with Course Coordinator, provide appropriate learning support for students with Student Access Plans.
- Where relevant, attend Faculty tutor training.
- Where specified, be available for student consultation which may be face to face or by email.
- Where relevant, and with prior approval from the School Manager, undertake (paid) remarking of assessment.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- [University's Code of Conduct](#)
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- The adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University.

Mandatory Training

The University promotes a culture of continuous learning and performance development through the provision of staff development and training. Some training courses have been designated as mandatory to ensure all University staff, including casual staff, have the requisite skills to contribute towards a safe, fair and respectful work environment. It is expected that casual staff will undertake the following training courses early on in their appointment:

- [Health, Safety and Wellness Induction](#)
- [Annual Fire Safety Awareness](#)
- [Staff Standards of Conduct](#)
- [Appropriate Workplace Behaviour](#)
- [Casual Academic Employment Course](#)

The 30-minute online Casual Academic Employment course is to provide casual academic employees with the fundamentals about being a casual academic at the University of Queensland.

Payment for completion of the above mandatory training modules will be administered directly by Human Resources once completion of the course/s has occurred and the quiz/es passed. Staff can expect to receive payment in once they have successfully confirmed their hours for completion of the

above courses in the CAHP system. You only need to complete it once, even if you are working for multiple Schools.

The mandatory courses will be displayed against the following course codes:

Course Name	Course Code
Health, Safety and Wellness Induction	HSWI223
Annual Fire Safety Awareness	AFST223
Staff Standards of Conduct	SSOC223
Appropriate Workplace Behaviours	AWB223
Casual Academic Employment Course	CAEC223

You will be paid for the estimated time associated for the course. You therefore do not need to claim payment for completion.

Please note that the School does not reimburse you for other training unless there is a specific requirement and prior approval has been received from the Head of School.

Organisational Relationships

A Teaching Assistant has a functional reporting relationship to the Course Coordinator but reports directly to the Head, School of Social Science.