

## Graduate Teaching Assistant (GTA) - Objectives & Personal Development Plan

Graduate Teaching Assistant:

Department:  
t:

Date of Meeting:

### (1) IDENTIFY AND AGREE OBJECTIVES FOR COMING YEAR (To be completed as part of induction in the first month of appointment)

Record specific and clear objectives, which have been discussed and agreed to be completed in the coming year.

Agreed Objectives	Timescale	Priority

### (2) IDENTIFY AND AGREE PERSONAL DEVELOPMENT PLAN

Development needs identified must be recorded on the attached development plan.

### (3) SIGNED AGREEMENT OF OBJECTIVES AND DEVELOPMENT PLAN

The Graduate Teaching Assistant (GTA) - Objectives & Development Plan must be agreed and signed by:

<b>Graduate Teaching Assistant:</b>	Date:
Comments:	
<b>Line Manager:</b>	Date:
Comments:	

# Human Resources.



# Human Resources.

**THE UNIVERSITY OF SHEFFIELD**  
**GRADUATE TEACHING ASSISTANT**  
**PERSONAL DEVELOPMENT PLAN**

**Name:**

**Department:**

**Date of Meeting:**

<b>Development Need</b>	<b>Priority (H/M/L)</b>	<b>Action Required</b>	<b>By when</b>	<b>By whom</b>
<i>Please be precise in describing the identified training/development need. For example, "Develop skills in teaching large groups of students by attending the LeTS 'Large Group Teaching: Lecturing' course".</i>	<i>Please indicate level of priority (High/Medium/Low)</i>	<i>Please indicate any action that is required to facilitate the achievement of the identified need; this might be booking a place on a course or conference, setting aside time for self-study, borrowing resources from the library, setting up a meeting with a colleague to acquire certain information, etc.</i>	<i>Identify a realistic timescale within which this action should be undertaken</i>	<i>Be clear about who needs to take action to ensure the development need is met.</i>

**Graduate Teaching Assistant (GTA)  
Objectives & Development Review**

*This review should take place within 12 months of the plan being set.*

Date of Meeting:

**(1) REVIEW OF THE PREVIOUS YEAR (identification of both highs and lows, and progress made against objectives and requirements of the job. This is also an opportunity to discuss career aspirations)**

**To be completed by the Graduate Teaching Assistant**

**(2) FEEDBACK ON THE PREVIOUS YEAR (with evidence)**

**To be completed by the Line Manager**

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**(3) SET OBJECTIVES FOR COMING YEAR**

<b>Agreed Objectives</b>	<b>Timescale</b>	<b>Priority</b>

**(4) UPDATE PERSONAL DEVELOPMENT PLAN**

<b>Graduate Teaching Assistant:</b>	Date:
<b>Line Manager:</b>	Date: