**Tips, Tricks, and Techniques for Team Teaching**

Background: I lead our large core courses (250+ students): PGTAs teach smaller seminars/tutorials. You have some freedom to design your own learning activities but course reading, assessment, learning outcomes, possible some learning activities, are pre-determined for you. Team teaching can be a disaster for all involved: poor communication, unequal workload, different expectations/outcomes = poor student experience. But, with some care and attention, can be extremely beneficial for everyone, we can learn a lot from each other. Requires more initial effort, but long-term pay off.

1. Establish Your Working Relationships
   * Expectations: what do you expect from the module leader(s) and what do they expect from you? E.g. will they provide you with guidance or scaffolding for seminars, or is it up to you? What guidance will their provide throughout the term? Meetings? Observations?
   * Non-negotiables: Training sessions? Deadlines? Marking? Office hours? Find them out. Put them in your diary.
   * Negotiables/Flexibility: what can you change? Learning activities, formative assessments, optional readings
   * Can you work collaboratively with other PGTAs? Is there cross-over in your teaching?
2. Schedule Planning Time
   * What input will the module leader have? Do they provide a full plan, a skeleton or nothing? What guidance do you want/need?
   * Easy to have an informal conversation but more important to set aside time to structure classes. If you are working collaboratively you will need to do this together. Important you come away with a clear plan.
   * Schedule planning time with peers (even if on different courses) and limit yourself: most PGTAs spend far to much time planning. Rule of thumb: if you’ve spent longer planning a learning activity than it takes to do, you’ve spent too long on it.
3. Share The Load
   * Share ideas: weekly meetings, Teams chat, onedrive for lesson plans
   * Share the bad: have a moan
   * Peer observation can be really transformative: also great for professional development and AFHEA. Can be informal as well as formal (easy when online!)
4. Communicate!
   * Reinforces above!
   * Pastoral concerns: what are the lines of communication? Where does your responsibility start and stop? Who do you talk to about students of concern? Keep on top of this, both in case a situation develops, but also because you very quickly can forget (esp. if teaching lots of students).
   * Assessment: who is responsible for marking and giving feedback? When does this happen? Who do students go to with concerns about grades?
5. Great in Groups
   * Don’t underestimate the power of group work! I bring this into every seminar
   * Get students to work together on projects: e.g. shared blog, wiki, podcast, presentation
   * Work across groups (e.g. students in groups working on different things) can allow collaboration and healthy competition
   * If teaching more than one seminar you can do this yourself, or you can collaborate with a peer
   * A second pair of hands can be useful: e.g. museum visit or presentations
6. Using Technology to Collaborate
   * You need to make a decision about which activities will be ‘private’ within a small group, or a seminar group, and which activities will be shared between multiple seminar groups or the whole class!
   * Discussion forums/peer review activities
   * Shared whiteboards: Padlets/Miro/Jamboard
   * Shared docs/collaborative annotation
   * Remember, students shouldn’t work in isolation, and neither should we