



# Job Description

## Senior Postgraduate Teaching Assistants (SPGTA)

<b>Grade:</b>	<b>6</b>
<b>Hours:</b>	<b>Variable depending on the module(s) worked</b>
<b>Department:</b>	<b>Geography</b>
<b>Start Date:</b>	<b>28<sup>th</sup> September 2020</b>
<b>Application</b>	
<b>Deadline:</b>	<b>12pm, Friday 21<sup>st</sup> August 2020</b>

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### Context / Duties & Responsibilities:

UCL Department of Geography is looking for expressions of interest for a number of Senior Postgraduate Teaching Assistants (SPGTAs) roles available in the 2020/21 academic year. SPGTAs will be given training in support of their roles.

The purpose of these roles is to support teaching and learning in our modules working with the academic module coordinators. Responsibilities will vary depending on the module but duties may include:

- Leading seminars by designing and preparing teaching material within the overall module framework through the delivery of small group synchronous teaching. This may involve proactively planning delivery of teaching under the guidance of the module tutor/programme director, generating material for tutorials and liaising with other members of the module team to share best practice and ensure consistency.
- Contributing to and maintaining the Moodle online learning facilities including providing assistance to students via forums, chats, FAQ guides, during synchronous teaching sessions, etc.
- Marking formative assessments; generating and providing detailed written and oral feedback for students to ensure they clearly understand what is required of them. You may also respond to academic queries from students.
- You may be required to view pre-recorded lectures and undertake readings associated with the relevant module(s), and/or attend seminars, as agreed with the module tutor/programme director.

SPGTAs will also be expected to:

- Attend module-planning meetings and other ad hoc meetings as deemed necessary by the relevant Module Convenor or Head of Department
- Keep attendance registers and mark-books in accordance with institutional and departmental regulations, and upholding confidentiality in regard to student records and marks.
- Complete mandatory training courses that may be required to comply with UCL policy for SPGTA. (These may be scheduled before the contract start date.)



- Undertake appropriate development activities to support their teaching practice. UCL's Arena Centre for Research-Based Education offers a scheme for such training and development of PGTA's, called UCL Arena One.
- Actively follow UCL policies, including Equal Opportunities.
- Observe fire and health and safety regulations.
- Carry out any other duties commensurate with the grade and purpose of the post as may be reasonably required by the Head of Department or their deputies.

**Please note that appointments and subsequently the number of hours and tutorial classes per SPGTA will only be finalised in mid-September once we have a better sense of student numbers for the 2020/21 academic year.**

Under normal circumstances, SPGTAs are expected to be able to commit to being present on the Bloomsbury campus during the terms for which teaching is allocated and during the examination period as required. During Covid-19, and when the university is not fully open and teaching taking place remotely, SPGTA's place of work may be elsewhere.

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### Person Specification

The following list gives the pre-requisite skills and attributes necessary for all SPGTAs but modules do also require specialised knowledge and/or experience. Please refer to the module list below for [specific knowledge and/or experience required](#).

- Educated to Masters degree level, or have equivalent qualifications or experience, in a field related to the disciplinary area (Essential)
- Working towards a PhD degree in a relevant field (or having recently obtained such a degree) (Essential)
- High level of literacy and numeracy (Essential)
- Excellent working knowledge of MS Office software including Word, Excel, email and the internet (Essential)
- Ability to communicate clearly, both orally and in writing, and build good relationships with students, academic and professional services staff at all levels (Essential)
- Excellent organisational skills and ability to manage time and work to deadlines (Essential)
- Ability to be flexible and to respond to changing priorities in a busy environment (Essential)
- Ability to work independently as part of a team, recognising when advice / input needs to be sought (Essential)
- A high level of accuracy and a keen attention to detail (Essential)
- Strong enthusiasm for delivering high quality teaching across a variety of media, including both virtually and face to face (Essential)
- Commitment to continuous professional development and completion of the UCL Arena One Workshop (either before or after application) (Essential)
- Previous teaching experience (Desirable)
- Proven ability to use Moodle and Blackboard Collaborate or equivalent online learning technologies (Desirable)

The above is not an exhaustive list of responsibilities but covers the main components of the role. The post holder may be asked to carry out other specific tasks and duties as required



by the Line Manager, Head of Section or the Head of Department.

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### How to Apply:

Applications should be sent via email to Cath Walker ([cath.walker@ucl.ac.uk](mailto:cath.walker@ucl.ac.uk)) by 12pm, Friday 21<sup>st</sup> August 2020 and should take the form of a single document consisting of:

- A brief CV (include all contact details)
- Which modules you are most interested in teaching
- Covering letter detailing how you meet the person specification requirements of the role

Informal questions about the post and the Department may be directed to Claire Betts, Department Manager ([c.betts@ucl.ac.uk](mailto:c.betts@ucl.ac.uk)). Interviews are planned for September 2020.

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### Specific knowledge and/or experience required:

Further information on each of the modules is available at:

<http://www.geog.ucl.ac.uk/current-students/undergraduate/modules> and  
<http://www.geog.ucl.ac.uk/admissions/masters/msc-modules/>

GEOG0005	Earth: An Integrated System	Familiar with basic undergraduate Physical Geography (themes covered are Oceans, Atmosphere, Cryosphere, Hydrosphere, Solid Earth, Terrestrial Biosphere and C-Cycle).
GEOG0007	Human Ecology: Geographical Perspectives	Be a human or physical geographer (or from similar discipline) with interest in human-environment relations
GEOG0013	Geography in the Field 1	For Data Analysis project: Numerate and familiarity with RStudio
GEOG0015	Global Events	Understanding of global events (Black Lives Matter, volcanos, refugee crisis, Covid in international student mobility)
GEOG0018	Methods in Human Geography	Experience working with Rstudio; Familiarity with quantitative methods to the level of multiple regression Desirable: familiarity with GIS
GEOG0019	Geomorphology	Some understanding of and interest in land surface morphology Desirable: Basic computing skills required, specifically using GIS and Jupyter
GEOG0020	Ecological Patterns and Processes	Understanding of ecology
GEOG0023	Economic Geography	Understanding of economic geography
GEOG0024	Development Geography	Knowledge on development theory and practice
GEOG0025	Political Geography and Geopolitics	Understanding of literature in political geography and geopolitics



GEOG0026	Surface and Groundwater Hydrology	Some experience of hydrology and hydrological analyses. A reasonable degree of competency in basic Excel operations is required. Some experience of Stella would be useful.
GEOG0036	Water and Development in Africa	Students with interest and experience in concepts around human ecology, sustainability, equity, and hydrology or natural resources management Desirable: Familiarity with blogs and blogging
GEOG0044	Global Environmental Change	Experience of writing or reading scientific blogs
GEOG0047	Economic Geography II	Understanding of economic geography
GEOG0059	Geography, Culture and Materiality	Familiarity with broad contexts of cultural/cultural & historical geography Desirable: Some knowledge of work on consumption and material culture in geography
GEOG0062	Urban Political Ecology	Interest in environmental politics and/or urban geography/urban studies
GEOG0082	Social Science Research Methods	Some experience with qualitative research methods.
GEOG0084	Geo-Politics	Background understanding of literature of geopolitics
GEOG0106	Environmental Data Acquisition and Analysis	Solid understanding of statistics, particularly multivariate statistical analysis
GEOG0108	Scientific Basis for Freshwater and Coastal Conservation	Expert knowledge on freshwater crayfish ecology and survey – specialist knowledge needs on the signal crayfish and white-clawed crayfish. Freshwater invertebrate identification and teaching of this. Expert knowledge on river restoration techniques, covering engineering to rewilding Desirable: Good knowledge of UK aquatic ecosystems in terms of ecology and conservation
GEOG0109	Models in Environmental Science	Linux based computing, technical computing language, environmental modelling Desirable: Matlab
GEOG0110	Analytical and Numerical Methods	Python programming, strong maths background Desirable: Experience with data handling and Jupyter notebooks
GEOG0111	Scientific Computing	Python programming Desirable: Unix, Jupyter notebooks, Docker, Github
GEOG0114	Principles of Spatial Analysis	Knowledge and use of RStudio, QGIS and/or ArcGIS for statistical and GIS analysis. Statistical knowledge includes: basic descriptive statistics and bivariate/multivariate linear regression. Desirable: Knowledge and use of network analysis, platform-agnostic.
GEOG0115	Introduction to Social Data Science	Experience working with Python and its libraries: numpy, pandas, matplotlib and sklearn. Familiarity with quantitative methods such as Descriptive statistics, Linear Regression, Logistic Regression and



		Principal Component Analysis. Desirable: Familiarity with GIS
GEOG0118	Climate Dynamics	Experience of using quantitative analyses to explore physical mechanisms; Competence with simple equations. Knowledge of climate system (atmosphere and/or ocean) Desirable: Experience of science communication; Experience with climate models and/or observations.
GEOG0120	Past Climates	Excellent knowledge of palaeoclimate science
GEOG0127	Interdisciplinary Approaches to Global Migration	Knowledge of the broad field of migration studies
GEOG0129	Gender, Generation and Forced Migration	Knowledge of key debates in forced migration and refugee studies; knowledge of key debates in gender studies; in-depth knowledge of at least one refugee/displacement situation
GEOG0136	Cities, Space and Power	Close familiarity with urban theory and key social and cultural debates on cities and urbanisation
GEOG0137	Urban Imaginations	Close familiarity with urban theory and key social and cultural debates on cities and urbanisation
GEOG0151	Thinking Geographically I	A knowledge of bibliographic referencing
GEOG0164	Digital Geographies	Experience in publishing, editing or writing for public audiences, knowledge of any aspect of digital geographies in research or writing. Desirable: Experience in: Podcasting; digital and/or online broadcasting; public-speaking.
GEOG0168	Migratory Activisms Creative Citizenships	In-depth knowledge of the UK Upland Waters Monitoring Network. Data base and data analysis skills associated with long-term chemical and biological monitoring. Desirable: Good knowledge of UK aquatic ecosystems in terms of chemistry, ecology and conservation. Good knowledge of aquatic monitoring approaches including field survey work and use of data loggers
GEOG0042	Independent Study Module	Knowledge of study skills, presentations and reporting
GEOG0163	Data, Politics and Society	Knowledge of the analysis of human-generated large-scale datasets, e.g. mobile phone data, social network data, and travelcard or system data.
GEOG0018	Methods in Human Geography	Some experience with qualitative research methods.