



Job Description

Postgraduate Teaching Assistants (PGTA)

Grade:	6
Hours:	Variable depending on the module(s) worked
Department:	Geography
Start Date:	Academic year 2023/24 – exact start date depends on module(s) being taught

Application

Deadline: 5pm, Monday 29th May 2023

Context / Duties & Responsibilities:

UCL Department of Geography is looking for expressions of interest for Postgraduate Teaching Assistants (PGTAs) in the 2023/24 academic year. PGTAs will be given training in support of their roles.

We are looking for PGTAs to teach on a wide range of modules. More information on each of the modules (i.e term and weeks taught, indicative hours of work available, an overview of the module and the essential and desirable skills required for the role) can be found via the [module list](#).

Further information on each of the modules is also available here:

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

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 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.
- Supporting field-class activities (this may include travelling and staying away from home)
- Contributing to and maintaining the Moodle online learning facilities including providing assistance to students via forums, chats, FAQ guides 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.



PGTAs 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 PGTA. (These may be scheduled before the contract start date.)
- Complete departmental training courses related to marking (if marking is included in job role).
- 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 PGTAs, called UCL Arena One.
- Actively follow and promote all UCL policies including Equality, Diversity and Inclusion policies.
- 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.

PGTAs 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. It is the Department's intention to deliver all teaching in-person but, if this were to change due to unforeseen reasons, teaching may take place remotely and the PGTA's place of work may be elsewhere.

Please note:

- **Indicative hours of work provided on the module list are the hours anticipated for the module. We believe the hours listed are a fair estimation, but they are subject to change depending on final student/group numbers.**
- **Additional hours for training are not included in the indicative hours of work provided on the module list but will be included in your contract. The exact number of hours will be dependent on any training previously completed at UCL.**
- **The module list indicates if marking (formative and/or summative) will be involved. You may (but not always) be required to provide feedback to students either one-to-one or in small groups. As it's difficult to predict how many students will submit their work, all marking (and feedback, where appropriate) will be paid as an additional payment upon completion. This is to ensure PGTAs are paid correctly for the work they have done.**



Person Specification

The following person specification gives the pre-requisite skills and attributes necessary for all PGTAs but modules do also require specialised knowledge and/or experience. **Please refer to the [module list](#) which breaks down the specific knowledge and/or experience required each module before applying.**

- 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)
- A commitment to equality, diversity, and inclusion in higher education; making inclusivity, diversity and (inter) cultural awareness core to actions and decision-making for self and team; and encouraging input from diverse voices to support making fair, fact-based decisions. (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.



UCL

How to Apply:

Please refer to the [module list](#) which breaks down the specific knowledge and/or experience required each module before applying.

Applications must be made by **5pm, Monday 29th May 2023** via this link:
[PGTA Application Form 2023/24](#)

You will be asked to:

- Provide your contact details
- Select which module(s) you are applying from
- Upload a brief CV
- Upload a covering letter detailing how you meet the person specification and specific knowledge and/or experience required for the role
- Upload evidence of your right to work in the UK (a list of suitable documents is available from the [Right to Work Checklist](#))

Informal questions about the post and the Department may be directed to Claire Betts, Department Manager (c.betts@ucl.ac.uk). We will aim to contact successful applicants before the end of July. If you have not heard from us by August then I'm afraid we have not been able to progress your application on this occasion.