

UNIVERSITY COLLEGE LONDON

Postgraduate Teaching Assistant in Latin American History Job Description and Information Pack

Job Title:	Postgraduate Teaching Assistant in History and Politics of the Americas
Department:	UCL Institute of the Americas
Faculty:	Social and Historical Sciences
Reports to	BA History and Politics of the Americas Programme Director and relevant module convener
Salary Grade:	Grade 6, spine point 21. Where a PGTA remains in post for more than one year they will progress incrementally through the grade, year on year, until the top of the grade is reached.
Salary:	£15.28 per hour incl. London Allowance* (Grade 6, spine point 21)
Duration:	2020/21 academic year

Background

The Institute of the Americas at UCL

The UCL Institute of the Americas (UCL-IA) is a leading multidisciplinary specialist institution for the study of Latin America, the United States, the Caribbean and Canada. In the UK it acts as a focal point for students and researchers seeking to develop in-depth regional and continental knowledge of the Americas. As a centre for Postgraduate study specialising in the social sciences and modern history of the Americas, it offers six taught postgraduate degrees, and provides specialist supervision to doctoral level on a wide range of topics and all four main regions of the Americas. The Institute also provides teaching for undergraduate degrees in other departments at UCL, and launched its first undergraduate degree in September 2018.

Main purpose

This post is open to UCL PhD students to teach seminar groups on one or more of four undergraduate modules in the BA History and Politics of the Americas programme. The modules are 'Encountering the Americas', 'Introduction to Politics', 'The Making of Modern America, 1920-present', and 'Research Methods'.

Please note that there will be a requirement to support and/or deliver online teaching until we are able to resume full face to face teaching.

Main duties and Responsibilities

- Class teaching (teach groups of 10-15 students for up to 20 1-hour classes, over two terms).

- Marking coursework and exams for the class(es) taught.
- Maintaining records to monitor student progress, achievement and attendance.
- A weekly office hour for student enquiries in the terms taught plus one additional hour in term 3 prior to the examination.
- Regular meetings with the Programme Director and module convenor(s) to discuss the management of the module, including any issues and problems.
- Involvement in ad hoc meetings organised by Lecturers or the PGTA Administrator/Representative.
- To attend mandatory UCL training for new PGTAs ([3 hour Gateway Workshop](#)).
- To uphold confidentiality in regards to students' records and marks.

Other Duties

- The post holder will actively follow UCL policies including Equal Opportunities policies. The post holder will also maintain an awareness and observation of Fire and Health & Safety Regulations.
- The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Institute Director.

The job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

* PGTA payments are made as follows:

- *Seminar contact hours* – paid as per scheduled hours.
- *Seminar Preparation* – 2hrs for the first group you teach for each seminar plus 0.5hrs for each additional group of the same seminar.
- *Office Hours* – 1hr of 'office hours' per week per module. Providing assessment feedback should be included in office hours.
- *Module preparation* – 1hr per week for the first group you teach plus 0.5hrs for each additional group of the same seminar. Module preparation activities include responding to emails, meetings with the course tutor and attendance monitoring as required.

For additional duties:

- *Attending Arena training* – 3hrs for new PGTAs.
- *Attending mandatory learning including GDPR, Unconscious Bias and diversity training* – 3hrs for new PGTAs.
- *Attending lecture* – 1hr per week for the duration of the module, if you have not taught on that module before.
- *Marking* - to be calculated according to actual load at rate. Marking payments will be allocated as follows: 0.25hours for formative coursework, 0.5hrs for summative essays under 3000 words, 1hr for essays between 3000 and 6000 words and 0.5hrs per exam script.

Please note that students who are Tier 4 visa holders working at UCL will be required to complete timesheets as per the [UCL Immigration Compliance Tier 4 Student & Sponsor Responsibilities](#).

Person Specification

Essential

- Educated to degree level, or have equivalent qualifications or experience, in a field related to History and Politics of the Americas.
- Working towards a postgraduate degree (PhD).
- High level of literacy and numeracy.
- Excellent working knowledge of MS Office software including Word, Excel, email, and the internet.
- Ability to communicate clearly, both orally and in writing, with students, academic and support staff at all levels.
- Excellent organizational and time management skills.
- Ability to be flexible and to respond to changing priorities in a busy environment.
- Ability to work independently for short periods and as part of a team, recognising when advice / input needs to be sought.
- Excellent people skills and the ability to build good relationships with colleagues and external partners.
- A high level of accuracy and a keen attention to detail.

Desirable

- Previous experience of teaching or other forms of public presentation.
- Experience in providing pastoral care and support to students.
- Knowledge and experience of Moodle (virtual learning environment).

How to Apply

Applications should consist of:

- CV
- Covering letter detailing how you meet the person specification requirements of the role
- Which modules you are most interested in teaching

Applications should be sent via email to r.cronkshaw@ucl.ac.uk by **Tuesday 7 July 2020**. Interviews will be held in July 2020, date TBC. Preference MAY be given to candidates without teaching experience in order to provide career development opportunities for more PGR students.