

Job Description

Postgraduate Teaching Assistants

Department: Department of Greek and Latin

Grade: 6

Location: Bloomsbury

Reports to

Head of Department, Greek and Latin

Context

The Department of Greek and Latin is seeking to appoint a number of hourly-paid Postgraduate Teaching Assistants (PGTAs) for the academic year 2021-22 to assist module tutors.

Postgraduate Teaching Assistants are normally PhD students for whom the opportunity exists to engage in some teaching experience with a view to aiding their skills development and employability subsequent to their studies. Term 1 positions will begin on Monday, 4 October 2021 (for UCL weeks 6–10 and 12–16), Term 2 positions will begin on Monday, 10 January 2022 (for UCL weeks 20–24 and 26–30).

Postgraduate Teaching Assistants will work closely with module tutors and will be responsible to the Head of Department (Professor Gesine Manuwald) for the performance of their teaching duties and will be required to undertake a UCL training course ([UCL Arena One Gateway Workshop](#)), if they have not already done so, and to attend a subject-specific introduction before they start teaching. All PGTAs are expected to follow the UCL Arena scheme (<http://www.ucl.ac.uk/arena/one>). Other forms of instruction (such as observation of experienced teachers and being observed while teaching) will also be available. PGTAs are expected to meet with the Head of Department at the end of each term in which they have taught in order to discuss student feedback and their own experience of teaching. PGTAs will be paid for attendance at compulsory training events.

The **language** modules for which there are vacancies are:

Module code	Module	Term	Weekly classes	Total teaching hours per term	Total hours paid incl. preparation
LATN0034	Beginners Latin A	1	Wednesday and Thursday	20	40
LATN0003	Beginners Latin B	2	Thursday and Friday	20	40
LATN0004	Intermediate Latin A	1	Tuesday and Friday	20	40
LATN0035	Intermediate Latin B	2	Tuesday and Friday	20	40
LATN0005	Advanced Latin A & B	1	Friday	10	20
LATN0005	Advanced Latin A & B	2	Friday	10	20
GREK0002	Beginners Greek A	1	Wednesday and Friday	20	40
GREK0039	Beginners Greek B	2	Thursday and Friday	20	40
GREK0005	Intermediate Greek A	1	Monday and Wednesday	20	40

Module code	Module	Term	Weekly classes	Total teaching hours per term	Total hours paid incl. preparation
GREK0040	Intermediate Greek B	2	Monday and Friday	20	40
GREK0008	Advanced Greek A & B	1	Wednesday	10	20
GREK0008	Advanced Greek A & B	2	Friday	10	20

For **experienced** applicants (with at least one year of experience teaching undergraduates), there is the opportunity to lead the following seminar classes:

Module code	Module	Term	Weekly classes	Total teaching hours per term	Total hours paid incl. preparation
CLAS0006	Interpreting Latin Literature	2	Fridays, weeks 24 and 28	4	12 (+ 4 hours for providing feedback)
CLAS0136	Greek Comedy	1	Tuesdays, weeks 23 and 28	4	12
CLAS0017	Roman Love Poetry	2	Tuesdays, weeks 23, 24, 27 and 28	4	12

Payment will be at Grade 6 and will include time for preparation (according to the tables above); spine points will be determined in line with experience.

The Department of Greek and Latin

The Department of Greek and Latin at UCL is one of the premier Classics departments in the world. It consists of eighteen academic, teaching, and research staff; approximately 160 undergraduate students; over 70 postgraduates (taught and research); as well as a number of affiliate students from outside the UK.

The Department offers four main BA degree programmes, six additional joint undergraduate programmes, and two MA programmes, most of which are interdisciplinary and shared across a number of UCL departments.

The Department has a flourishing research culture with strong links to the Institute of Classical Studies. All Departmental staff and graduate students are members of the nearby Institute of Classical Studies, situated in Senate House, and departmental staff make a substantial contribution to the organization of seminar series there.

In addition to the UCL Library, which has extensive holdings in classical studies generally and papyrology in particular, the library of the Institute of Classical Studies, the University of London library (which has a specialised palaeography section), the Warburg Institute Library and the British Library and Museum are all within ten minutes' walk of the Department.

The Department operates very much on the basis of teamwork and is small enough for there to be a friendly and companionable atmosphere. Further information about the Department and its staff can be found at www.ucl.ac.uk/classics.

The Department holds an Athena SWAN Bronze award, in recognition of its commitment to advancing gender equality, and a Green Impact Gold Award, in recognition of its commitment to sustainability.

The Department is housed on several floors of Gordon House, opposite the Bloomsbury Theatre. Please note that, in the absence of a lift, its design may pose difficulties for individuals whose mobility is impaired. Nonetheless, UCL is concerned to do all that it can to assist staff with different kinds of disabilities or medical

conditions, and any such applicants should contact the Head of Department to discuss access issues.

Main purpose of the job

- Support and enhance the Department's teaching of undergraduate students
 - Contribute to a good student experience and high student satisfaction
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Duties and responsibilities

- Attend training and engage in developing teaching ability
- Prepare and deliver small-group teaching of Greek and / or Latin language and / or literature
- Liaise closely with the main module tutor and other PGAs teaching on the same module
- Monitor attendance records and report any students of concern
- Provide feedback to students
- Uphold confidentiality in regards to student records and marks

In addition to the above, all post-holders are expected to:

- Actively follow UCL policies including Equal Opportunities and give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- Carry out their duties in a resource efficient way and actively support UCL's Sustainability Strategy, policies and objectives within the remit of their role.
- Carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

This job description reflects the present requirements of the post. As duties and responsibilities change/develop, the job description may be reviewed and be subject to amendment in consultation with the post holder.

Due to the current and still developing situation caused by the Covid-19 pandemic, it is unclear at this point how teaching will be delivered in the academic year 2021/22. At the moment a mixture of in-person and online teaching is expected. Therefore the successful candidate must be able to deliver teaching in both modes, and they will need to be familiar or familiarize themselves with the online teaching systems in use at UCL (training can be provided) and will need to have access to the necessary equipment remotely. UCL is committed to providing a safe, Covid-19 aware on-site teaching environment.

Method of application

Applications should take the form of a brief CV and a covering letter, indicating the modules applied for and the suitability for the post(s) and providing a brief list of any prior teaching experience and training, and should be sent directly for the attention of Professor Gesine Manuwald to the Departmental Office (classics.office@ucl.ac.uk) by **Friday, 30 April 2021, 5pm**.

The permission of a applicant's primary supervisor to undertake teaching is required; so please include that approval with the application.

Teaching will be allocated by a panel including the Head of Department, the Deputy Head, the Graduate Tutor (Research) and the Departmental Tutor. All candidates will be notified within a month of the application deadline.

Informal enquiries may be made to the Head of Department, Professor Gesine Manuwald (e-mail: g.manuwald@ucl.ac.uk).

Person Specification

Criteria	Essential or Desirable
Qualifications, experience and knowledge	
MA degree (or equivalent) in relevant field	E
Working towards a PhD degree in relevant field (or having recently obtained such a degree)	E
Good knowledge of Greek and / or Latin language	E
Familiarity with Greek and / or Latin literature	E
Previous teaching experience	D
Skills and abilities	
Excellent written and oral communication skills	E
Excellent organizational and time management skills	E
High level of accuracy and keen attention to detail	E
Ability to create teaching materials where required	D
Personal attributes	
Excellent people skills	E
Ability to work independently and as a member of a team	E
Ability to react to student needs	E