

Job Description

Job Title: Postgraduate Teaching Assistant

Department: History

Location: Bloomsbury Campus, London

Grade: 5 (spine point 20)

Start date: 24 September 2019

Duration: Term one (Writing History, Surveys and Approaching History); Term two (Surveys, Approaching and Making History)

Reports to:

Teaching Fellow (for first year core modules); module convenor (for survey modules).

Context

UCL History wishes to make up to 30 appointments of Postgraduate Teaching Assistants for the 2019-2020 academic year. The appointments will be distributed over the department's core and survey module teaching. This teaching opportunity is open to postgraduate students (registered on a PhD programme, in second, third or fourth year of study).

The department's undergraduate student numbers are around 600, with a sizable graduate student body of 120 taught graduate students and 60 research students.

Most undergraduates take a BA in History, and we also offer Ancient History, History with a European Language and History with a Year Abroad. Our taught masters degrees are MA in History, MA in European History, MA in Ancient History, MA in Transnational Studies, MA in Chinese Health and Humanity, MA in Medieval and Renaissance Studies, and MA in Intellectual History and the History of Political Thought.

We are based in four fine mid-Victorian town houses. Please note that their design will pose difficulties for individuals whose mobility is impaired.

www.ucl.ac.uk/history

Main purpose of the job

The purpose of this job is to support teaching and learning for our undergraduates, working with the academic module leads through the delivery of small group teaching in the History Department.

Main duties of the post are tutorial class teaching, regular meetings with the course convenor, provision of feedback to students, attendance reporting, coursework assessment and examination marking.

PGTAs will be given training in support of their roles. PGTAs are expected to be able to commit to be present on the Bloomsbury campus during the terms for which teaching is allocated and during the examination period as required.

The modules

A. CORE COURSE TEACHING

UCL History provides its new undergraduates with a core curriculum to support what can be a challenging transition from school level to university level study. In the first year at UCL, students study 'Writing History' (Term 1), 'Making History' (Term 2) and 'Approaching History' (taught over Terms 1 and 2). Both 'Writing History' and 'Making History' focus on small group teaching (typically 6 students per group). 'Approaching History' requires four tutorial classes – two scheduled in Term 1 and two in Term 2 (these classes are taken by PGAs). The expectation is that those PGAs appointed to teach 'Writing History' will also take the 'Approaching History' tutorials.

Teaching for these modules is scheduled to take place on Fridays.

The Department seeks to appoint a number of PGAs to contribute to teaching on these three core modules.

i) 'Writing History'

'Writing History', a half-unit module taught in Term 1, aims to develop students' skills and confidence as writers. The module is designed to provide our students with the opportunity to discuss within a small group how best to approach research and writing at university. The small group teaching is complemented with a lecture and workshops. The 'Writing History' module for each student is linked to one of the two first year 'Survey' modules. The following is an indicative overview of the likely duties for this module:

- Attend mandatory two half-day training sessions
- Attend regular meetings of all tutors with the convenor
- Attend the introductory lecture of the course in induction week
- Attend and assist in running 2 x 2-hour workshops
- Teach 2 x 1-hour tutorial groups of up to 6 students for six weeks
- Provide individual feedback on draft essays written by their students
- Offer a final 2-hour drop-in session at the end of the course
- Mark and give individual feedback on the essays written by their students

A more detailed outline of duties is stated in the 'Duties and responsibilities' section of this document.

ii) 'Making History'

This module is taught in Term 2 to first year undergraduate students and aims to encourage creative thinking about the study of the past. The module asks students to engage with the rich historical resources available in London, and, through individual and collaborative work, deliver innovative outputs in both scholarly and public history. We are looking to recruit doctoral students in History who have an interest in supporting students' research, presentation, design and team-working skills. Candidates with experience of working with material culture and/or multimedia in their own research are especially encouraged to apply. The following is an indicative overview of the likely duties for this module:

- Attend two half-day training sessions
- Attend two introductory lectures
- Teach 7 two hour seminars
- Attend regular tutors' meetings
- Attend the presentation day
- Marking and provision of feedback

A more detailed outline of duties is stated in the 'Duties and responsibilities' section of this document.

iii) 'Approaching History'

This module is designed to help bridge the gap between A-level (or equivalent) entry-level qualifications and the demands of the undergraduate degree programme. It introduces students to the most significant approaches to historical scholarship, including social, economic, intellectual, cultural and comparative history. It provides students with an overview of key concepts, historiographical debates and historical terminology that enables them to critically engage with historical scholarship. PGAs who are appointed to teach on the 'Writing History' module will likely be asked to teach 4 'Approaching History' tutorials as part of their overall PGA assignment (as there is connectivity between 'Approaching History' and 'Writing History' syllabus). The following is an indicative overview of the likely duties for this module:

- Attend the introductory and first-term review sessions for this module (in the first and last weeks of Term 1)
- Teach 4 x 1-hour tutorials (2 in Term 1 and 2 in Term 2, in advance of the two 'take home' exam papers)
- Mark and provide feedback on one practice exam answer for each student

B. SURVEY COURSE TEACHING

UCL History offers a number of 'Survey' modules, taken by first and second year History undergraduates, affiliate students and students registered with other departments. Typically these modules are delivered by a weekly lecture (taken by the module convenor) and weekly one-hour tutorial classes. We are looking to recruit appropriately qualified PGTAs to lead the weekly tutorial classes for some of the 20 teaching weeks. The number of tutorial classes a PFTA will be offered is subject to a number of variables (number of student registrations and tutorial groups, pattern of teaching, number of PGTAs appointed to a module and the convenor's own contribution). In addition to leading tutorial classes PGTAs teaching on the Survey modules will be required to undertake marking duties and provide individual feedback to students. PGTAs are usually required to attend the lectures relevant to the tutorials they are leading; and to hold weekly office hours. A more detailed outline of duties is stated in the 'Duties and responsibilities' section below.

Survey Modules, 2019-20

HIST0154	The Hellenistic World from Alexander to the end of the Attalid Kingdom
HIST0152	The Roman Empire from Augustus to Theodosius I
HIST0140	The History of Political Thought in the West
HIST0802	Divided Societies: The Mediterranean World in the Age of the Crusades
HIST0195	Empire in Eurasia
HIST0189	Tudor and Stuart Britain: 1500-1700
HIST0185	Colonial and Revolutionary North America
HIST0197	Age of Revolution: European History 1815-1870
HIST0178	British History c.1850-1997

Outline descriptions of the Survey modules are available on our web pages:

<https://www.ucl.ac.uk/history/current-students/undergraduate/undergraduate-modules/survey-modules>

FURTHER INFORMATION

PGTAs are appointed at Grade 5 Spine Point 20 on the UCL academic salary scales, which presently equates to £14.64 per hour. PGTAs are eligible to join the SAUL pension scheme, and they will receive additional holiday pay in lieu of annual leave accrued.

Specific departmental training and mentoring for PGTAs is provided and UCL Arena offers training (mandatory) to prepare PGTAs for their teaching responsibilities and guidance on approaches to teaching and learning.

The department employs a pay formula which allows for 'preparation' time (preparation time including administration and student support) for tutorials (4 hours for the 'first' survey module group in a weekly cycle and 2 hours for each subsequent group); attendance at lectures (where required) and weekly office hours. Marking, for the survey modules and 'Approaching History' is paid separately (depending on the final marking allocation agreed with the convenor).

'Writing History'* will be paid with a formula of 47 hours for one group and 67 hours for two groups.

'Making History'* will be paid with a formula of 78 hours total for an allocation of one seminar group (c. 18 students).

(* these pay formulas may be subject to small revision in response to any minor changes in the module delivery.)

ELIGIBILITY

To be eligible to be considered for a PGTA position, applicants must be a registered postgraduate doctoral student (PGR) entering their second year of study or greater.

Doctoral students writing up their thesis are also able to apply, subject to them not having submitted their thesis prior to the start of 2019/20 academic year.

Suitably qualified and eligible doctoral students from across UCL and other UK universities can apply for PGTA work with us.

It is expected that applicants will have consulted with, and secured the approval of, their Principal Supervisor before applying.

Duties and responsibilities:

- Act as a main point of contact for tutorial class teaching for one or more modules;
- Preparation of standard material and questions for discussion about the tutorial topic.
- Instructing students in tutorials by means of presentation, discussion of problems and the solution of questions on the tutorial topic.
- Regular meetings with the Director of Teaching, Mentor to PGAs and module convenor(s) to discuss the management of the module, including any issues and problems.
- Record and monitor student attendance and take any follow-up actions as appropriate
- Weekly office hours (where appropriate)
- Giving guidance to students on how to produce work at an appropriate academic level.
- Marking of assignments, essays and exams.
- Giving routine feedback to students on their presentation, performance and academic work
- Obtaining support from senior staff to ensure that revision is provided on course material.
- The provision of guidance on preparation for examinations.
- Collaborating with Teaching Assistant colleagues to exchange information on topics taught.
- Referring student personal problems to the Personal/Departmental Tutor.
- Managing the late submission of assignments and referring this to senior staff if necessary.
- Carrying out administration of the tutorial process, including monitoring attendance and reporting on student progress.
- Attendance in lectures for the modules taught (can be waived at discretion of lecturer, for example, if it is a module taught by the PGTA in previous years);
- To actively follow and promote UCL policies, including Equal Opportunities;
- To uphold confidentiality in regards to students records and marks;
- To engage with all training required to support the role (including peer dialogue)

This list of duties is not intended to be exhaustive but is indicative of the typical range of activity; post-holders will be expected to take on any other duties implicit here which fall within the purview of the role.

Person specification

Qualifications, experience and knowledge	
Working towards a relevant postgraduate degree (PhD) in second year plus of registration	E
High level of literacy and numeracy	E
Excellent working knowledge of MS Office software including Word, Excel, email, and the internet	E
The specialist skills and knowledge appropriate to the course taught	E
Skills and abilities	
Ability to communicate clearly, both orally and in writing, with students, academic and support staff at all levels	E
Competency with e-learning platforms (e.g. Moodle)	E
Excellent organizational and time management skills	E
Ability to be flexible and to respond to changing priorities in a busy environment	E
Ability to work independently for short periods and as part of a team, recognising when advice / input needs to be sought	E
A high level of accuracy and a keen attention to detail	E
An effective teaching style	E
Personal attributes	
Excellent people skills and the ability to build good relationships with students and colleagues	E
An enthusiasm for teaching and willingness to attend formal professional development sessions.	E
Ability to deal effectively and empathetically with individual students who may be experiencing academic or personal issues; knowing when to escalate.	E

Apply

To apply for this position visit:

Suitably qualified and eligible PGR students who are interested in undertaking PGTA work for the departmental and invited to apply as follows:

Applicants must submit:

(i) a completed application form ([below](#)) indicating which modules they wish to be considered for; (ii) a CV; (iii) and a letter of application with reference to the requirements stated in the Person Specification. Please ensure you include all contact details (including address) on your CV.

** Consolidate the application materials (form, cv and letter) into one PDF document and email the complete application to Claire Morley - craig.morley@ucl.ac.uk **

Closing date for applications: Friday 31 May 2019

Any questions relating to either the post or the applications process should be addressed to Claire Morley, tel: +44 (0)20 7679 1340, email: craig.morley@ucl.ac.uk

PGTA application form, 2019-20 academic session

Name of applicant: _____

Module code	Module title	Tick as appropriate
HIST0007 and HIST0003	Writing History (Term 1 only) and Approaching History	
HIST0008	Making History (Term 2 only)	
HIST0154	The Hellenistic World from Alexander to the end of the Attalid Kingdom	
HIST0152	The Roman Empire from Augustus to Theodosius I	
HIST0140	The History of Political Thought in the West	
HIST002	Divided Societies: The Mediterranean World in the Age of the Crusades	
HIST0195	Empire in Eurasia	
HIST0189	Tudor and Stuart Britain: 1500-1700	
HIST0185	Colonial and Revolutionary North America	
HIST0197	Age of Revolution: European History 1815-1870	
HIST0178	British History c.1850-1997	