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| Job Description |  |
| Postgraduate Teaching Assistant (PGTA) | Grade: Grade 5 |
| Department: | Location: London |

#### Reports to:

**LONDON’S GLOBAL UNIVERSITY**

Module Lecturer / Departmental Teaching coordinator

#### Context

The Department of XXXXX wishes to make up to XXX appointments for Postgraduate Teaching Assistants for the XXXXX academic year.

#### Main purpose of the job

The purpose of this job is to support teaching and learning in our modules, working with the academic modules leads through the delivery of small group teaching for students taking modules in the XXXXXX Department.

Main duties of the post are tutorial class teaching, regular meetings with the course lecturer, 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 be present on the Bloomsbury campus during the terms for which teaching is allocated and during the examination period as required.

#### Duties and responsibilities:

* 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.
* Demonstrating techniques and equipment.
* Giving guidance to students on how to produce work at an appropriate academic level.
* The provision of guidance on preparation for examinations.
* Marking of assignments, essays and exams using solutions provided by the course lecturer.
* 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.
* Collaborating with Teaching Assistant colleagues to exchange information on topics taught.
* Referring student personal problems to the 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.
* Attendance in lectures for the courses taught (can be waived at discretion of lecturer, for example, if it is a course taught 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.

# Person specification

| Criteria | Essential or Desirable |
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| **Qualifications, experience and knowledge** |  |
| Working towards a relevant Masters degree | E |
| Working towards a relevant postgraduate degree (PhD) | D |
| High level of literacy and numeracy | E |
| Excellent working knowledge of MS Office software including Word, Excel, email, and the internet | E |
| Specialist skills 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 |
| 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 |
| Ability to tutor and support year 1 and 2 UG students on core XXXX modules | D |
| **Personal attributes** |  |
| Excellent people skills and the ability to build good relationships with colleagues and external partners | E |
| An enthusiasm for teaching | E |

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# Apply

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