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| Job Description |  |
| Postgraduate Teaching Assistant (PGTA) | Grade: Grade 6 |
| 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, provision of weekly office hours, attendance reporting, coursework assessment and examination marking.

Teaching Assistants 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:

* Act as a main point of contact for tutorial class teaching for one or more courses;
* To design and prepare teaching material within the overall module framework, this will involve proactively planning delivery of teaching, generating material for tutorials and liaising with other members of the module team to share best practice and ensure consistency.
* The teaching of methods and skills and material that students found particularly challenging in lectures; this may include the presentation of model answers, demonstrating techniques and participating in field trips.
* Marking student assessments, generating and providing detailed feedback for students. Tailoring feedback as needed to ensure students clearly understand what is required of them;
* To monitor student progress, achievement and attendance returning data to the administrative office in a timely manner;
* To generate and deliver formative feedback directly to students
* To undertake a weekly office hour for student enquiries for each module taught during the term taught plus two additional hours in term 3 prior to the examination;
* Examination marking duties (in term 3). Students will be expected to be available during the exam period which is typically from end of April to end of June;
* 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);
* Participation in regular meetings with the course lecturer to discuss arising issues and problems;
* Participate in the module delivery team assisting the module lead in the collection and review of module feedback
* Involvement in ad hoc meetings organized by Lecturers or the PGTA Administrator/Representative;
* 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** |  |
| Educated to Masters degree level (or having equivalent experience), in an XXXXX related field; | E |
| Working towards a relevant postgraduate degree (PhD) | E |
| 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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