



Job Description

UG Teaching Assistant

Department: Information Studies

Grade: 5 / Spine: 20 / Fixed Term contract

Location: UCL Main Campus

Reports to

Module Leaders

Context

University College London (UCL) is London's leading multidisciplinary university, with more than 13,000 staff and 41,000 students from 150 different countries, with degree programmes in Arts and Humanities, Social and Historical Sciences, Architecture, Laws, Life Sciences and Clinical Sciences, Mathematical and Physical Sciences, Engineering Sciences and more. The Department of Information Studies (founded in 1919 and formerly called the School of Library, Archive & Information Studies, or SLAIS) is the only department in the UK with programmes in library and information studies, archives and records management, publishing and digital humanities. DIS provides students with an active research and learning environment across the information disciplines. Although the Department of Information Studies (DIS) is primarily a postgraduate school, we do offer a selection of modules on information and computing related topics at undergraduate level - <https://www.ucl.ac.uk/information-studies/study/undergraduate-study>

INST1002 Programming 1

INST1003 Information systems

INST6002 Web technologies

INST2002 Programming 2

INST2005 Database systems

INST2006 Semantic web

INST0060 Foundations of Machine Learning

2019-20 term dates - <https://www.ucl.ac.uk/students/life-ucl/term-dates-and-closures/term-dates-and-closures-2019-20>

Salary

PGTA payments are made as follows:

- Computer practicals
- For some courses preparation time for practical sessions will also be paid.
- Marking must be agreed with the Course Tutor and to be calculated according to workload.

For additional duties (to be agreed in advance with the Course Tutor):

- Attending lecture

PGTAs will work under the guidance and supervision of the relevant Course Tutor and the DIS Undergraduate Co-Ordinator. The successful candidates will be employed on a contract with UCL DIS from 1 October 2019.

Payment for these duties will be made on the UCL salary scale Grade 5 Point 20 (currently £14.64 per hour). The number of hours to be worked each week will be agreed with the PGTA according to their availability.

Main purpose of the job

The Department of Information Studies is looking for a number of Postgraduate Teaching Assistants for 2019-20 for its undergraduate teaching. PGTAs will run computer practical classes and seminars each week in term-time, during which they will provide answers to questions relating to material presented in the week's lecture. The number of sessions to be held varies for each course and will be confirmed before teaching begins. PGTAs will also usually assist the course leaders in marking student assessments (full guidance will be provided).

Serving as a PGTA provides a valuable introduction to university teaching. All PGTAs will be required to attend the Arena One introductory Gateway Workshop and will also have the opportunity to work towards a nationally recognised teaching award.

<https://www.ucl.ac.uk/teaching-learning/professional-development/arena-one>

- Attendance at additional meetings set-up by course tutor for planning and distributing future work.
- Support in developing and testing teaching resources and elements of assessment.

Duties and responsibilities

- Looking after a group of students during computer practical sessions. Each student group will comprise approximately 15 students and PGTAs will provide demonstrations, solve exercises, facilitate discussion, and answer questions relating to material presented in the lectures. The number of practical sessions and seminars to be led varies for each course and will be confirmed before teaching begins.
- Liaising regularly with the Course Tutor regarding the content and progress of the computer practicals.
- Maintaining an up-to-date register of attendance for all computer practicals.
- Assistance with marking of assignments (coursework and exams) in line with DIS procedures, at the appropriate times during the academic year.

Additional duties (paid separately):

- Attendance at the weekly lecture given by the course tutor (where appropriate and agreed).

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
Degree in Computer Science or a related subject (2:1 or higher)	Essential	Application/Interview
Excellent working knowledge in one or more subjects delivered through the modules listed in this advert above.	Essential	Application/Interview
Skills and abilities		
High level of literacy and numeracy	Essential	Application/Interview
Ability to communicate clearly both orally and in writing, with students, academic and administrative staff at all levels	Essential	Application/Interview
Familiarity with virtual learning environments	Essential	Application/Interview
Excellent organisational and time management skills	Essential	Application/Interview