

Job Description

Postgraduate Teaching Assistant (PGTA) for Postgraduate Modules

Grade: Grade 6 £29,802 - £34,867 including London Allowance

Department: Information Studies

Location: London (Bloomsbury campus – F2F)

Reports to: Module Leader / PGTA Academic Tutor / Departmental Manager

Context

About UCL DIS - <http://www.ucl.ac.uk/dis>

The **UCL Department of Information Studies** is an international centre for knowledge creation and transfer in the fields of librarianship, archives and records management, publishing, information science and digital humanities. We are the only department in the UK which brings together in one place programmes in library and information studies, information science, archives and records management, publishing, and digital humanities.

We are looking for PGTAs to support the teaching on the following postgraduate modules:

- INST0012:** Database Systems Analysis and Design (KIDS) [term 2]
 - INST0013:** Digital Resources in the Humanities (DH)
 - INST0018:** Internet Technologies (DH)
 - INST0019:** Introduction to Programming and Scripting (DH) [term 1]
 - INST0024:** Using Technology in Information Organisations [term 1]
 - INST0041:** Concepts and Contexts (ARM)
 - INST0044:** Introduction to Digitization (DH)
 - INST0060:** Foundations of Machine Learning [term 1]
 - INST0063:** Statistical Methods (KIDS) [term 1]
 - INST0065:** Data Visualization and GIS (KIDS) [term 2]
 - INST0066:** Developing Dynamic Web Applications (KIDS)
 - INST0069:** Graph Databases and Semantic Technologies (KIDS) [term 2]
 - INST0072:** Logic and Knowledge Representation (KIDS) [term 1]
 - INST0073:** Natural Language Processing and Text Analysis [term 2]
 - INST0076:** Global Digital Humanities (DH)
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Main purpose of the job

The Department of Information Studies is looking for a number of Postgraduate Teaching Assistants (PGTAs) for 2022-23 for its postgraduate teaching. PGTAs will run computer practical classes and/or discussion seminars each week in term-time, during which they will provide answers to questions relating to material presented in the week's lecture and/or lead discussions. The number of sessions to be held varies for each module and will be confirmed before teaching begins in September. Occasionally, PGTAs will also be asked to assist the module leaders in marking student assessments (full guidance will be provided, and this will be covered via a separate contract).

It is expected that teaching will be in person during 2022-23 for postgraduate modules, so PGTAs would need to be able to commit to coming on to UCL campuses during term. PGTAs will support running computer practical classes (if required for the module) and seminars each week in term-time, during which they will answers to

questions related to studied material. The number of sessions to be held varies for each module and will be confirmed before teaching begins in September. Some PGTAs may be required to assist the module leaders mark student assessments (full guidance will be provided).

Our programmes will be a blend of in person and online teaching and learning, designed to support students to progress and succeed academically. Our 'blended by design' approach responds to the feedback of our students – and builds on the continuous refinement of UCL education over the last year. Across UCL, most small group teaching - including seminars, workshops, pc clusters - will be in person and most of your large group teaching will be online. The PGTA role will then require applicants to be on campus for F2F teaching support.

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>

Duties and responsibilities:

- Looking after a group of students during computer practical sessions. Each student group will comprise 15 or more 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 module and will be confirmed before teaching begins.
 - Liaising regularly with the module leader regarding the content and progress of the computer practical sessions.
 - Maintaining an up-to-date register of attendance for all computer practical sessions.
 - Assistance with marking of assignments (coursework and exams) in line with DIS procedures, at the appropriate times during the academic year.
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Additional Duties:

- Attendance at the weekly lecture given by the module leader (where appropriate and agreed)
- Attendance at additional meetings set-up by module leader for planning and distributing future work.
- Support in developing and testing of teaching resources and elements of assessment.
- Support the module leader replying to students' queries (where appropriate and agreed).
- Attending optional support sessions organised for students (where appropriate and agreed).
- To actively follow and promote UCL policies, including Equal Opportunities;
- To uphold confidentiality regarding students records and marks;
- To engage with all training required to support the role.

More information

PGTAs will work under the guidance and supervision of the relevant module leader and the PGTA Academic Tutor. The successful candidates will be employed on a contract with UCL DIS from 1 October 2022.

Payment for these duties will be made on the UCL salary scale Grade 6 - new PGTAs are normally appointed at point 21, however the correct spine point will be determined based on any previous relevant PGTA experience the role holder may have at that grade.

Hours per week

The number of hours to be worked each week will be agreed with the PGTA according to their availability and departmental and module needs / budget restrictions and, if applicable, in line with UKVI requirements.

Application Process

Applicants should apply by emailing Fernando Santos (Departmental Coordinator), at f.santos@ucl.ac.uk . The personal statement should clearly outline any relevant teaching experience and specify a list of modules the

applicant will be able to support. Applicants should note that undergraduate modules have a larger number of students enrolled resulting in at least 3 seminar sessions held in close succession on a single day. Postgraduate modules, on the other hand, will have 1-2 seminar sessions depending on the size of the student cohort.

Enquiries about the PGTA post can be directed to Dimitrios Kraniotis (DIS Departmental Manager) – d.kraniotis@ucl.ac.uk

Person specification

| Criteria | Essential or Desirable |
|---|------------------------|
| Qualifications, experience and knowledge | |
| A postgraduate degree (pass or above) in a subject relating to information studies | Desirable |
| Good knowledge in one or more subjects delivered through the modules listed in this advert above | Essential |
| Familiarity with virtual learning environments (e.g. Moodle) | Desirable |
| Skills and abilities | |
| Ability to communicate clearly, both orally and in writing, with students, academic and support staff at all levels | Essential |
| Excellent organizational and time management skills and reliability | Essential |
| High level of literacy and numeracy | Essential |
| Ability to explain ideas, theories or technical processes to a learner | Essential |
| Ability to be flexible and to respond to changing priorities in a busy environment | Essential |
| Ability to work independently for short periods and as part of a team, recognising when advice / input needs to be sought | Essential |
| A high level of accuracy and a keen attention to detail | Essential |
| Ability to establish a rapport with students and module leaders from a varied and diverse background | Essential |
| Personal attributes | |
| Excellent people skills and the ability to build good relationships with colleagues, students | Essential |
| An enthusiasm for teaching and desire to take development pathway from UCL Arena | Essential |