

# Job Description

**Postgraduate Teaching Assistant for Undergraduate 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>**

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>

---

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

## Undergraduate Modules:

**INST0001:** Database Systems (IMB) [term 2, Wednesdays – 9:00-11:00, 11:00-13:00 / Thursdays - 9:00-11:00]

**INST0002:** Programming 1 (IMB) [term 2, Mondays - 9:00-10:00, 10:00-11:00, 11:00-12:00, 12:00-13:00, 14:00-15:00, 15:00-16:00]

**INST0003:** Information Systems (IMB) [term 1, Wednesdays – 9:00-10:00, 10:00-11:00, 11:00-12:00]

**INST0007:** Web Technologies (IMB) [term 1, Fridays – 9:00-10:00, 10:00-11:00, 13:00-14:00, 14:00-15:00, 16:00-17:00, 17:00-18:00]

**INST0004:** Programming 2 (IMB) [term 1, Tuesdays – 11:00-13:00, 14:00-16:00, 16:00-18:00]

**INST0006:** Introduction to Digital Methods in the Humanities [term 2, Fridays - 14:00-16:00]

---

## Main purpose of the job

The Department of Information Studies is looking for several Postgraduate Teaching Assistants (PGTAs) for the 2022-23 academic year, to support its undergraduate teaching. PGTAs will support running computer practical classes and seminars each week in term-time, during which they will answer 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 modules in 2022-23 will include a blend of in-person and online teaching and learning activities designed to support students to progress and succeed academically. Across UCL, most small group teaching - including seminars, workshops, PC Cluster Practicals - will be in person and most of the large group teaching will be asynchronous and online. The PGTA role will then require applicants to be on campus for F2F teaching support.

All PGTAs will be required to attend the Arena One introductory Gateway Workshop and will also be encouraged to take on an opportunity to work towards AFHEA (Associate Fellowship) national recognition. <https://www.ucl.ac.uk/teaching-learning/professional-development/arena-one>

Serving as a PGTA provides a valuable introduction to teaching in Higher Education. We particularly encourage PhD students to apply for this post.

---

### **Duties and responsibilities:**

- Looking after a group of students during seminars and computer practical sessions. Each student group will comprise 15 or more students and PGTAs will provide demonstrations, offer support with exercises, facilitate discussion, and answer questions related to subject material. The number of practical sessions and seminars to be led varies for each module and will be confirmed before teaching begins. Most modules, however, will include 10 weekly sessions that take place during term-time except during the Reading Week.
  - 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.
- 

### **Additional Duties:**

- Attendance at DIS induction and training events organised for PGTAs.
- Attendance at additional meetings set-up by module leader for planning and distributing future work.
- Engagement with the weekly lectures given by the module leader (where appropriate and agreed).
- Support in developing and testing of teaching resources and elements of assessment (where appropriate and agreed).
- Support the module leader replying to students' queries (where appropriate and agreed).
- Attending optional support sessions organised for students (where appropriate and agreed).
- Adherence to follow and promote UCL policies, including Equal Opportunities.
- Upholding confidentiality regarding students records and marks.
- Engagement with all other 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](mailto: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 in a position to support. Applicants should note that undergraduate modules marked in the above list as IMB have a larger number of students enrolled resulting in at least 3 seminar sessions held in close succession on a single day. The timetable for the modules can be accessed from UCL Timetable (<https://timetable.ucl.ac.uk/>). The rest of the UG and PG modules that are open to undergraduate students, 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](mailto:d.kraniotis@ucl.ac.uk)

# Person specification

Criteria	Essential or Desirable
<b>Qualifications, experience, and knowledge</b>	
Degree in Computer Science or a related subject (2:1 or higher)	Desirable
Excellent working 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
<b>Skills and abilities</b>	
Ability to communicate clearly, both orally and in writing, with students, academic and support staff at all levels	Essential
Excellent organisational and time management skills	Essential
High level of literacy and numeracy	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
<b>Personal attributes</b>	
Excellent people skills and the ability to build good relationships with colleagues, students and external partners	Essential
An enthusiasm for teaching and desire to take development pathway from UCL Arena	Essential