LONDON'S GLOBAL UNIVERSITY

Job Description

Part Time Postgraduate Teaching Assistant (PGTA)

Grade: Grade 6

Department: Natural Sciences

Location: London

Reports to:

Module Lecturer

Context

The Natural Sciences Programme wishes to make a number of PGTA appointments for the 2023/24 academic year, supporting students during computer practical classes.

The majority of the positions will start in Term 2 (NSCI0036, NSCI0011) with some work also available during Term 1 (NSCI0006).

The positions will involve approximately 2 – 6 hours per week including marking and feedback.

Main purpose of the job

The Postgraduate Teaching Assistants (PGTA) will play a key academic support role for Natural Sciences students through the delivery of computer practical classes. All teaching will be undertaken in the Python programming language using Jupyter Notebooks, and applicants will be expected to demonstrate strong programming skills. The modules are:

- Mathematics for Natural Sciences B (NSCI0006) is a first year module in which students learn key mathematical modelling ideas and techniques used in scientific research (Term 1).
- Programming for Scientists (NSCI0036) is a second year module in which students learn the fundamentals of programming using Python and how to apply them to scientific problems (Term 2).
- Topics in scientific computing (NSCI0011) is a third year module in which students learn advanced topics in scientific computing and then work on an investigative research project (Term 2)

The appointed PGTAs will support student learning during computer practical sessions and by providing written feedback on weekly homework and coursework.

PGTAs will be supported by the module leader, and there will be opportunity to receive feedback on Associate FHEA applications. PGTAs will be given training in support of their roles through the Arena TAP scheme (if not already completed).

Duties and responsibilities:

During Term 1:

- Facilitate weekly interactive computer labs aimed at promoting student understanding of module content;
- Monitor students' engagement with their learning and their progress, follow up where necessary by offering support and encouragement, and report to the module lecturers in a timely manner;
- Provide writtem feedback to students, tailoring feedback as needed to ensure students clearly understand what is required of them;
- Participate in regular meetings with the course lecturer to discuss arising issues and problems;
- Assist the module lead in the collection and review of module feedback;
- Attend ad hoc meetings organized by Lecturers or the PGTA Administrator/Representative;

- Actively follow and promote UCL policies, including Equal Opportunities;
- Uphold confidentiality in regards to students records and marks;
- Engage with all training required to support the role.

Person specification

Criteria	Essential or Desirable
Qualifications, experience and knowledge	
Educated to Masters degree level (or having equivalent experience), in a discipline including a significant mathematical or computational component (for example Physical Sciences, Computer Sciences, Engineering, Natural Sciences).	E
Excellent knowledge of the Python programming language	E
Working towards a relevant postgraduate degree (PhD)	E
High level of literacy and numeracy	E
Excellent working knowledge of a range of computer software (for example Moodle, Teams, Word and Excel)	E
Experience of computing for scientific research	D
Experience of teaching or supporting student learning (for example classroom teaching, mentoring or coaching)	D
Completion of the UCL Arena TAP scheme prior to the commencement of work	D
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 proactively and in a timely manner to changing priorities and student needs 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 provide clear, well-informed and empathetic advice and support to students	E
Personal attributes	
Excellent people skills and the ability to build good relationships with students, colleagues and external partners	E
An enthusiasm for teaching and supporting student learning.	E

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