



# Job Description

## Part Time Postgraduate Teaching Assistant (PGTA)

**Department: Natural Sciences**

**Grade: Grade 6**

**Location: London**

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### Reports to: Module Lecturer

#### Context

The Natural Sciences Programme wishes to make a PGTA appointment on the module 'Literature Project for Natural Sciences' (NSCI0004).

The position will involve approximately 2-5 hours per week during the 22/23 academic year.

There is an opportunity for an additional 20 hours preparatory work to be undertaken in advance of Term 1.

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### Main purpose of the job

In their third year, Natural Sciences students undertake a literature review project which they work on independently over the course of the year. The Postgraduate Teaching Assistants (PGTA) will play a key academic support role for these students.

Over the course of Terms 1 and 2, students will attend a series of 12 workshops designed to assist them in the production of their review, on topics such as working with a supervisor, reference management and academic writing. The PGTAs will deliver the workshops to groups of about 20 students.

Each PGTA will be responsible for three groups of 20 students, acting as a first point of contact, facilitating learning and monitoring students' engagement and progress, and providing an inclusive and engaging learning environment.

These positions would suit postgraduate students looking to develop their skills in teaching and supporting students' learning. The PGTAs will work closely with the module lead and representatives from ACC, while being given considerable autonomy to develop their own teaching style. There will be opportunity to receive feedback on Associate FHEA applications, and PGTAs will be given training in support of their roles through the Arena One Programme (if not already completed).

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### Duties and responsibilities:

- Act as a main point of contact for three groups of around 20 students;
- Lead interactive workshops for these students, promoting belonging, peer interaction and group work (approx. 3 hours per week);
- Help students succeed in making the most of resources and teaching materials available to them in their learning;
- 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;
- 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
<b>Qualifications, experience and knowledge</b>	
Educated to Masters degree level (or having equivalent experience), in a relevant scientific or mathematical discipline (for example Life Sciences, Chemistry, Natural Sciences)	E
High level of literacy and numeracy	E
Experience of academic writing (e.g. production of scientific research articles or conference abstracts)	E
Excellent working knowledge of a range of software including Moodle, Teams, Word, Excel, email, and the internet	E
Completed at least one year of relevant postgraduate degree (PhD)	D
Experience of teaching and supporting student learning	D
Experience of developing teaching materials	D
Completion of the UCL Arena One scheme prior to the commencement of work	D
<b>Skills and abilities</b>	
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
<b>Personal attributes</b>	
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

# Apply

To apply for this position complete the application form:

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