



Job Description

Part Time Postgraduate Teaching Assistant (PGTA)

Department: Natural Sciences

Grade: Grade 6

Location: London

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 5 hours per week during Term 1 and about 10 hours training in advance of the start of Term.

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 Term 1, students will attend weekly classes to support them in the production of their review. The PGTAs will deliver the classes to groups of about 12 students. Each PGTA will be responsible for three groups of students, acting as a learning mentor, monitoring students' engagement and progress, and providing an inclusive and engaging learning environment.

These PGTA positions are crucial to the successful delivery of the module and will require skillful application of classroom teaching technique. While training will be provided in advance of the start of term, it is likely that the PGTAs appointed to these positions will already have demonstrable experience of classroom teaching, mentoring, coaching or similar.

The PGTAs will work closely with the module lead and a representative from the Academic Communications Centre, but will also have 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 TAP Programme (if not already completed).

Duties and responsibilities:

- Act as a mentor to three groups of around 12 students;
- Lead interactive classes for these students, responding to individual student needs and promoting belonging and peer interaction (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 leader in a timely manner;
- Participate in weekly meetings with the module leader to discuss arising issues and problems;
- Attendance in module lectures (5 hours total);
- 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 relevant scientific or mathematical discipline (for example Life Sciences, Chemistry, Natural Sciences)	E
Completed at least one year of a postgraduate degree (PhD)	E
Experience of long form academic writing (e.g. production of scientific research articles or conference abstracts)	E
Experience of teaching or supporting student learning (for example classroom teaching, mentoring or coaching)	E
Excellent working knowledge of a range of computer software (for example Moodle, Teams, Word and Excel)	E
Completion of the UCL 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

Apply

To apply for this position complete the application form:

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