



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 four PGTA appointments for the 2022/23 academic year on the computing component of the module Scientific Communication and Computing (NSCI0007).

The positions involve a total of approximately 70 hours work during Term 1 and Term 2.

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

Main purpose of the job

In the computing component of the second year Natural Sciences module Scientific Communication and Computing (NSCI0007) students learn the fundamentals of programming using Python, and how to apply them to scientific problems. The Postgraduate Teaching Assistants (PGTA) will play a key academic support role for second year Natural Sciences students during Terms 1 and 2, working with the module lead through the delivery of small group teaching on this half-module.

During Term 1, PGTAs will facilitate face-to-face computer labs, giving feedback on weekly problem sets and monitoring students' engagement and progress. Each PGTA will co-teach alongside another PGTA, providing an inclusive and engaging learning environment, providing feedback, and monitoring progress. At the start of Term 2 each PGTA will mark approximately 30 coursework scripts.

During Term 2 PGTAs will be responsible for providing support and supervision to students undertaking a group investigative project.

These positions would suit postgraduate students looking to develop their teaching skills. PGTAs will be supported by the module leader, while having the 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).

PGTAs on this module will be required to commit approximately 5 hours a week during Term 1 and 2.

Duties and responsibilities:

During Term 1:

- Act as a main point of contact for a group of 30-35 students;
- 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 feedback for students, tailoring feedback as needed to ensure students clearly understand what is required of them;
- Support students undertaking group projects during weekly lab sessions;
- 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
Working towards a relevant postgraduate degree (PhD)	E
High level of literacy and numeracy	E
Excellent working knowledge of a range of software including Moodle, Teams, Word, Excel, email, and the internet	E
Excellent knowledge of the Python programming language	E
Experience of computing for scientific research	E
Experience of teaching and supporting student learning	D
Completion of the UCL Arena One 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 apply online:

[Click Here](#)