



Job Description

Part Time Postgraduate Teaching Assistant (PGTA)

Department: Natural Sciences (Science and Society)

Grade: Grade 6

Location: London

Reports to: Module Lecturer

Context

The Natural Sciences Programme wishes to make a number of PGTA appointments for the 2022/23 academic year to work on one or more of the core 'Science and Society' modules (NSCI0010, NSCI0019 and NSCI0029) taken by all our students.

The positions are likely to involve between 40 and 50 hours work per term depending on responsibilities. These will be finalized in discussion with the module lecturer.

Main purpose of the job

Natural Sciences students take a compulsory core 'Science and Society' module in in their 1st, 2nd and 3rd years of study. In these modules students critically reflect on the benefits and harms of science for societies. They also consider topics such as research ethics and inequity in science learning while developing their skills in communication and science outreach. The Postgraduate Teaching Assistants (PGTA) will work with the module lead to support learning and assessment on one or more of these modules.

Responsibilities may include: leading small-group discussions, providing support and feedback on student presentations and written work, and co-ordinating visits to nearby science exhibitions. PGTAs will also assist the module lecturer with assessing individual and/or group assignments.

These positions would suit postgraduate students who have some experience related to science communication and/or outreach and are looking to develop their teaching skills. 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 One Programme (if not already completed).

Duties and responsibilities:

- Facilitate group discussions as necessary during main lecture sessions;
- Provide feedback for students, tailoring feedback as needed to ensure students clearly understand what is required of them;
- Assist with co-ordinating off-site visits to nearby exhibitions;
- Work together with the module lead to assess student presentations and written work
- 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 Natural Sciences discipline, or in Science and Technology Studies or a related discipline	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
Experience in science communication or science outreach	D
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

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