



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 two PGTA appointments for the 2023/24 academic year to work on the module Science and Society (NSCI0010).

The positions are likely to involve between 40 and 50 hours work during Term 1 depending on responsibilities.

Main purpose of the job

All Natural Sciences students take the compulsory core 'Science and Society' module in their 1st year of study. In this module students develop vital academic skills in researching, writing, presenting, AI literacy and interdisciplinarity while critically reflecting on the benefits and harms of science for societies. The Postgraduate Teaching Assistants (PGTA) will work with the module lead to support learning and assessment on this module.

Responsibilities may include: leading small-group discussions, providing support and feedback on student presentations and written work, and assisting with sessions about eugenics in the Object-Based Learning Lab. PGTAs will also assist the module lecturer with assessing individual and/or group assignments.

These positions would suit postgraduate students who are looking to develop their teaching skills and who have experience or interest in science communication, science ethics, or AI literacy. 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 Programme (if not already completed).

Duties and responsibilities:

During Term 1:

- 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 sessions in the Object-Based Learning Lab;
- 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, science ethics or AI literacy	D
Experience of teaching and supporting student learning	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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