



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 number of PGTA appointments for the 2022/23 academic year on the computing component of the module Science and Society 1: Communication and Computing (NSCI0010).

The positions involve up to 40 hours during Term 1.

Main purpose of the job

In the computing component of the first year Natural Sciences module NSCI0010 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 first year Natural Sciences students during Term 1, working with the academic modules lead through the delivery of small group teaching on this half-module.

During Term 1, PGTAs will facilitate face-to-face computer labs, giving in session feedback, monitoring students' engagement and progress. Each PGTA will co-teach up to four one-hour classes alongside another PGTA.

These positions would suit postgraduate students looking to gain some teaching experience and who enjoy working with first year undergraduates. PGTAs will be supported by the module lecturer, while having the autonomy to develop their own teaching style.

Duties and responsibilities:

- 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;
- 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
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](#)