🏛 UCL

Job Description

Part Time Postgraduate Teaching Assistant (PGTA)

Grade: Grade 6

Department: Natural Sciences

Location: London

Reports to:
Module Lecturer

Context
The Natural Sciences Programme wishes to make one PGTA appointments for the 2023/24 academic year on the module Foundations of Quantum Mechanics (NSCI0035, Term 2).

The positions will involve approximately 2 hours per module per week during Term 2.

Main purpose of the job
During their studies, Natural Sciences students take different modules within their physics stream. The Postgraduate Teaching Assistants (PGTAs) will play a key academic support role for these students.

Each PGTA will be responsible for one group of 5 - 7 students within a cohort of 15-20 students, helping to lead a face-to-face seminar and discussion session and monitoring students' engagement and progress. The PGTAs will be responsible for leading the weekly tutorials in order to providing an inclusive and engaging learning experience.

The appointed PGTAs will need to be confident in the areas covered (foundation of quantum mechanics, quantum measurement, different interpretations of quantum theory, EPR and Bells theorem)

These positions would suit postgraduate students looking to develop their teaching skills. The PGTAs will be trained and mentored by the course lecturers, while being give 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:
During Terms 1 and 2:

- Act as a main point of contact for at least one group of 5-7 students;
- Deliver weekly interactive seminars aimed at promoting student understanding of module content (approx. 1hour per week);
- 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 weekly meetings organised by the module lecturer;
- 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 physics component (for example Physics, Mathematical Physics, Physical Sciences, Natural Sciences).	E
Knowledge of the physics content covered in the modules	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
Experience of teaching physics at an undergraduate level	D
Working towards a relevant postgraduate degree (PhD)	D
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

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