



Job Description

Part Time Postgraduate Teaching Assistant (PGTA)

Department: Natural Sciences (Science Communication)

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 on the module Science for All (NSCI0038).

The positions involve a total of between 50 and 60 hours work during Term 2 depending on responsibilities.

Main purpose of the job

In this second year Natural Sciences module, students reflect on some of the causes and consequences of inequity in the sciences. They then work in groups to apply their learning to develop a science outreach activity suitable for local school students. The Postgraduate Teaching Assistants (PGTA) will work with the module lead to support learning and assessment on this module, particularly through the development and delivery of small-group teaching.

During Term 2, PGTAs will plan and facilitate face-to-face seminar sessions. They will be responsible for leading discussions and providing support and feedback as students work on their individual portfolios and develop ideas for their assessed groupwork, a science outreach activity. PGTAs will also attend lectures and help facilitate interactive activities. Towards the end of Term 2, each PGTA will assist the module lecturer with assessment and providing written feedback to students.

These positions would suit postgraduate students who have some experience related to EDI, widening participation, or science outreach and are 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 TAP Programme (if not already completed).

Duties and responsibilities:

During Term 2:

- Facilitate 1-2 two-hour seminars each week aimed at promoting student understanding of module content and developing students' practical skills and ideas for their assessed group and individual assignments;
- Facilitate group discussions as necessary during main lecture sessions;
- 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;
- Participate in regular meetings with the course lecturer to discuss arising issues and problems;
- 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 EDI (Equity, Diversity and Inclusion), Widening Participation 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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