

**Postgraduate Teaching Assistants
Academic Communication Centre
(Faculty of Engineering Sciences, Faculty of Life Sciences & Faculty of Medical
Sciences)**

JOB DESCRIPTION

Title	Postgraduate Teaching Assistant
Department:	UCL Academic Communication Centre (ACC) within the Centre for Languages & International Education (CLIE)
Reports to:	Head of ACC, Teaching and Learning
Hours of work:	120 hours across the year, early October 2024 – April 2025
Salary scale:	Grade 6
Location:	Primarily online, a small amount of on campus work may be required
Application Deadline:	11 th July 2024

Main purpose of the job:

To assist undergraduate and taught postgraduate students with their academic communication by providing one-to-one and small group tutorials, and supporting workshops in collaboration with ACC lecturers and/or faculty staff.

The ACC operates across the year, including outside of term time. Working schedules for each PGTA can be flexible according to availability / other commitments.

Main duties and responsibilities:

- To provide one-to-one and small group tutorials to undergraduate and taught postgraduate students who require feedback and guidance on their academic communication;
- To support workshops in collaboration with ACC lecturers and/or faculty staff on academic communication;

- To attend lectures where relevant;
- To develop academic communication resources as required;
- To help with preparation of standard material and questions for discussion about the tutorial topic or workshop;
- To mark student assignments and provide clear feedback for students as required;
- To attend team meetings;
- To engage with all training required to support the role;
- To follow UCL policies including Equal Opportunities, Fire, Health and Safety regulations;
- To carry out any other duties commensurate with the grade and purpose of the post.

Person specification

Essential

- Be enrolled in a PhD (or equivalent) programme within the faculty;
- Demonstrate outstanding English language and grammar skills;
- Demonstrate outstanding academic writing and communication skills;
- Experience of working in a team;
- Be approachable and proactive in supporting others;
- Be reliable, responsible and able to use initiative;
- Be self-motivated and demonstrate competency in the fulfilment of administrative tasks;
- Have excellent levels of personal organisation;
- Demonstrate the awareness and experiences necessary to work in a multi-cultural setting involving sensitive and crucial group dynamics;
- Punctuality and the ability to manage time effectively.

Desirable

- Relevant teaching experience at university level;
- Knowledge and experience of group facilitation and interactive teaching methods;
- Competent user of Moodle;
- Experience of marking assessed work by undergraduate and Master's students at UCL or elsewhere.

All teaching staff are expected to demonstrate their commitment to teaching excellence. For more information on UCL standards, please consult: <http://www.ucl.ac.uk/excellence/>

This job description reflects the present requirements of the post. As duties and responsibilities develop, the job description will be reviewed and may be amended in consultation with the post-holder.