


The background of the entire page is a photograph of the UCL building, a grand neoclassical structure with a large central dome and a portico supported by many columns. People are seen sitting on the steps in front of the building. The sky is blue with scattered white clouds. A purple vertical bar is on the left side of the page.

Candidate Information Pack

A solid purple vertical bar is positioned on the left side of the page, extending from the top to the bottom.

**B16-02119 – Post
Graduate Teaching
Assistant (DLL)**

Contents

1. About UCL
2. About UCL Institute of Education
3. About the Department of Learning and Leadership
4. Staff Benefits
5. Our Commitment to Equality, Diversity and Inclusion
6. How to Apply
7. Job Description and Person Specification

About UCL

Founded in 1826 in the heart of London, UCL is London's leading multidisciplinary university, with more than 18,000 staff and 51,000 students from over 150 different countries.

We are a diverse community with the freedom and courage to challenge, to question, and to think differently.

Through a progressive approach to teaching and research, our world-leading academics, curious students and outstanding staff continually pursue excellence, break boundaries, and make an impact on real-world problems.

Since 1826, we have challenged orthodoxy and applied ourselves to making the world better, seeking to serve society through the generation and application of 'useful' knowledge, with a particular focus on leading interdisciplinary discussion and debate.

UCL is now one of the world's top universities, with broad disciplinary excellence in research, innovation, education and impact. We operate on a large scale and nevertheless deliver exceptional academic performance: an achievement that has few parallels internationally.

Find out more about [UCL here](#).

About UCL Institute of Education

Working across education, culture, psychology and social science, we create lasting and evolving change in a real-world context. We embrace cross-pollination, collaboration and excellence to create a future that is inclusive and just. We do this through world-leading education, research and enterprise, and have been ranked number one for education worldwide every year since 2014 in the QS World University Rankings.

We merged with UCL in December 2014 and have grown our community to 6,000 students, 1400 staff and hundreds of thousands of alumni who push the boundaries of knowledge and lead challenging conversations.

UCL Institute of Education comprises six academic departments:

- Culture, Communication and Media (CCM)
- Curriculum, Pedagogy and Assessment (CPA)
- Learning and Leadership (LL)
- Psychology and Human Development (PHD)
- Education, Practice and Society (EPS)
- Social Research Institute (SRI)

UCL Institute of Education is also home to the Centre for Languages and International Education (CLIE).

Find out more about UCL Institute of Education [here](#).

About the Department of Learning and Leadership

The [Department of Learning and Leadership \(DLL\)](#) is a large specialist research and teaching department of approximately 110 academic staff.

The department is a major world leader in the following subject areas: Early Years and Primary Education, Educational Leadership, Education Policy, and Initial Teacher Education (ITE).

We value innovative research, teaching and enterprise in all these areas and combine the very best of research innovation and evidence-based teaching, with a strong commitment to translating our work into policy and practice.

Staff Benefits

UCL is a dynamic, global university based in one of the most exciting capital cities in the world. Not only does working at UCL offer the opportunity to work with game changers in your field, but also provides competitive terms, conditions and benefits.

UCL benefits and policies apply equally, whatever the sexual orientation and/or gender identity of employees. Benefits and policies relating to employees partners include both different sex and same sex partners.

Annual leave

27 days of annual leave plus six closure days at Christmas and Easter (pro rata for part time staff) as well as statutory holidays.

Work life balance

We facilitate flexible working such as flexitime, annualised hours, term-time working, shift working, staggered hours, job share/job splitting, part-time working, compressed hours, career breaks and planned remote working.

Professional development

People development is at the heart of everything we do at UCL. Colleagues have access to a comprehensive range of training programmes and development opportunities that are organised by our Organisational Development team.

Find out more about our other [staff benefits here](#).

Our Commitment to Equality, Diversity and Inclusion

As London's Global University, we know diversity fosters creativity and innovation, and we want our community to represent the diversity of the world's talent. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where we all belong.

We therefore particularly encourage applications from candidates who are likely to be underrepresented in UCL's workforce.

These include people from Black, Asian and ethnic minority backgrounds; disabled people; LGBTQI+ people; and for our Grade 9 and 10 roles, women.

IOE holds an Athena SWAN Silver award, in recognition of our commitment to advancing gender equality.

EDI Networks

Our staff equalities networks are open to all staff. They are places where people with shared identities and backgrounds can connect with colleagues and make positive change across the university.

[Find out more here.](#)

Equality Areas

Information on various types of equality, including disability, race, gender, sexual orientation and religion, as well as the various charter marks UCL participates in.

[Find out more here.](#)

How to Apply

Before completing your application, ensure that you have thoroughly read the job description and have had reviewed the [IOE website](#).

Your application form should address all the person specification points and should clearly demonstrate how your skills and experience meet each of the criteria.

It is important that the criteria are clearly numbered and that you provide a response to each one.

Your responses to all the selection criteria form an essential part of the selection process and a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as 'Please see attached CV' will not be considered acceptable. Following the selection panel's shortlisting process, you will receive notification of the outcome of your application.

Please note that any offer of employment is conditional on your [right to work](#) in the UK.

For British passport holders, as part of our standard pre-employment check process, we will be submitting your details to Experian to complete the mandatory RTW checks. For non-UK passport holders, we arrange a Teams phone call to verify your share code certificate and status, prior to your start date.

Further information on the application process can be [found here](#).

Job Description

Job title: Post Graduate Teaching Assistant (DLL)

Grade/FTE: 6 /0.09FTE (up to 180 hours)

Department: Department of Learning and Leadership (DLL)

Location: Bloomsbury, London

Reports to

In undertaking these responsibilities you will be responsible to the PGTA Lead and AHLT.

Main purpose of the job

The purpose of this job is to support teaching and learning in our undergraduate and graduate programmes in Early Years/primary education, Literacy and Educational Leadership, working with the academic programme, module leads, and tutors through the delivery of small group teaching for students taking modules in the Department of Learning & Leadership (DLL).

Main duties of the post are tutorial class teaching, regular meetings with the module leaders and course tutors, provision of feedback to students, provision of weekly office hours, facilitating workshops, attendance reporting, and coursework assessment.

Teaching Assistants will be given training in support of their roles.

This post is open to UCL students only, who currently reside in the UK and is available until 30 April 2027 in the first instance.

Professional Development in Teaching

In these roles, you will:

1. Receive appropriate support in developing your teaching practice, and will receive mentoring and departmental guidance in relation to your seminar support role.
2. Be required to attend an introductory, three-hour UCL Arena One Gateway Workshop.
3. Be required to attend a departmental induction meeting and once termly meetings with PGTA lead.
4. Be required to provide face-to-face support during Term time.
5. Receive guidance relating to small group facilitation, assessment and giving feedback. You will also have the option of attending an extended

course, the UCL Arena One Teaching Associate Programme, and then submitting an application for an Associate Fellowship of the Higher Education Academy.

6. Be subject to UCL's current arrangements for peer observation of facilitating seminars.
7. Be monitored to ensure that you have adequate time to pursue research and not be overburdened with facilitation responsibilities which would be likely to limit your capacity to complete a thesis in the due time.

Duties and responsibilities

1. Act as a main point of contact for tutorial class teaching for assigned modules each term and/or for departmental wide support.
2. Design and prepare teaching material within the overall module framework, this will involve proactively planning delivery of teaching, generating material for tutorials and liaising with other members of the module team to share best practice and ensure consistency.
3. Teaching of methods and skills and material that students find particularly challenging in lectures; this may include the presentation of model answers, demonstrating techniques and participating in field trips.
4. To monitor student progress, achievement and attendance returning data to the administrative office in a timely manner;
5. To generate and deliver formative feedback directly to students
6. To support visits to schools or educational settings.
7. Attendance in lectures for the courses taught (can be waived at discretion of lecturer, for example, if it is a course taught in previous years);
8. Participation in regular meetings with the module leader or course tutor to discuss arising issues and problems;
9. Participate in the module delivery team assisting the module lead in the collection and review of module feedback
10. Involvement in ad hoc meeting organised by Lecturers or the PGTA lead.
11. To uphold confidentiality in regards to students records and marks;
12. To engage with all training required to support the role.
13. To liaise with programme teams to plan teaching schedule in line with the UCL PGTA code of practice.
- 14.

General

Follow and actively promote the UCL [Ways of Working](#).

Takes responsibility to carry out duties in a way that embodies UCL's environmental and social sustainability values, actively supporting [UCL's Sustainability Strategy, policies and objectives](#) within the remit of their role.

Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.

This job description may be reviewed and be subject to amendment in consultation with the post holder.

April 2026

Person Specification

Criteria		Assessment method (Application/Interview)
Essential criteria		
1	Educated to Masters degree level (or having equivalent experience), in an Education related field;	Application/Interview
2	Working towards a PhD in an Education related field (on completion of the PhD, you will no longer be eligible to participate in this PGTA scheme)	Application/Interview
3	High level of literacy and numeracy	Application/Interview
4	Excellent working knowledge of MS Office software including Word, Excel, email, the internet, Moodle (or similar VLE)	Application/Interview
5	Specialist skills appropriate to the course taught	Application/Interview
6	Excellent organisational and time management skills	Application/Interview
7	Ability to be flexible and to respond to changing priorities in a busy environment	Application/Interview
8	Ability to work independently for short periods and as part of a team, recognising when advice / input needs to be sought	Application/Interview
9	A high level of accuracy and a keen attention to detail	Application/Interview
10	Knowledge and experience of group facilitation and interactive teaching.	Application/Interview
11	An enthusiasm for teaching	Application/Interview
12	Excellent people skills and the ability to build good relationships with colleagues and external partners	Application/Interview
13	Commitment to UCL's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds	Application/Interview

COVER PHOTO: MATT CLAYTON

ucl.ac.uk/jobs