



Job Description

Post Graduate Teaching Assistant in Qualitative Methods

Modules:

POLS0031 - Qualitative Research Methods

Department: Political Science

Grade: 6

Reports to: Module Leaders

Location: Bloomsbury

The Department of Political Science wishes to appoint Postgraduate Teaching Assistants in **Qualitative Methods** for the 2026-27 academic year.

Founded in 2005, the Department of Political Science has quickly established itself as a leading international centre for political research. It was ranked fourth in the UK in the 2021 Research Excellence Framework. It offers a uniquely stimulating environment for the study of all fields of politics, including international relations, political theory, comparative politics as well as public policy and public management.

UCL has a commitment to promoting global citizenship and leadership, and the School of Public Policy acts as a bridge between UCL's world-class research and the policy-making community in Britain and internationally. As well as the Department it contains the UK's main research centre devoted to constitutional matters, the Constitution Unit and is the host department of the Global Governance Institute and the UCL Centre on US Politics.

The Department of Political Science runs a range of postgraduate and undergraduate programmes: details can be found at <http://www.ucl.ac.uk/political-science/teaching/masters> and <https://www.ucl.ac.uk/political-science/study/undergraduate>

The Department collaborates in teaching with other departments in UCL, including Institute of Epidemiology and Health Care and Social Research Institute, Economics, Geography, Laws, Philosophy, Centre for European Studies and the School for Slavonic and Eastern European Studies.

Over the last decade, the Department of Political Science has also made a growing contribution to undergraduate teaching. A BSc degree in Philosophy, Politics and Economics started in 2015, aiming to provide a breadth and depth in the understanding of social and political phenomena with a specialist interest in Public Policy, and a BSc degree in Politics and International Relations started in 2019, aiming to address theories and issues of global concern. The Department's affiliate programme currently consists of some 10 options and contributes a Politics Pathway to the European Social and Political Studies degree.

In any one year there are some 480 masters students, 500 undergraduate students, 50 affiliate students, and some 25 doctoral (PhD) students.

Main purpose of the job

The purpose of this job is to support teaching and learning in our modules, working with the academic modules leads through the delivery of small group teaching for students taking modules in the Political Science Department.

Main duties of the post include being the seminar leader for seminar/s each week. Expect to generate weekly class activities, provide demonstrations, facilitate discussion, and answer questions for material presented in lectures. The PGTA will be expected to first mark assignments, exam and essay scripts (in line with the department's procedures, at the appropriate times during the academic session) and to attend the weekly lecture given by the module convenor and be available for office hours each week as required.

The appointed PGTA(s) in Qualitative Methods will be assigned to teach the following module:

POLS0031 - Qualitative Research Methods - T2

Further information here: <https://www.ucl.ac.uk/political-science/study>

Duties and responsibilities

Specific teaching duties will include:

- Acting as seminar leader for seminars every week of term in which the module is taught. Each seminar group will comprise up to 25 students and the seminar leader will be expected to generate weekly class activities, provide demonstrations, facilitate discussion, and answer questions for material presented in the lecture. The number of seminar groups to be led may vary and will be confirmed at the start of the spring term.
- First marking of assignments (in line with the department's procedures, at the appropriate times during the academic session).
- The teaching of methods and skills and material that students found particularly challenging in lectures; this may include the presentation of model answers, demonstrating techniques and participating in field trips.
- To monitor student progress, achievement and attendance by returning data to the administrative office in a timely manner.
- To generate and deliver formative feedback directly to students.
- Attending the weekly lecture given by the module convenor and be available for office hours each week.
- Participation in regular meetings with the module convenor to discuss arising issues and problems.
- Involvement in ad hoc meetings organized by Lecturers or the Deputy Director of Education in charge of PGTAs.
- To actively follow and promote UCL policies, including Equal Opportunities.
- To uphold confidentiality in regards to students records and marks.
- To engage with all training required to support the role.

The above is not an exhaustive list of responsibilities but covers the main components of the role. The post holder may be asked to carry out other specific tasks and duties as required by the line manager or the Head of Department.

Person specification

Criteria	Essential or Desirable
Qualifications, experience and knowledge	
Educated to Masters degree level (or having equivalent experience), in a related field;	E
Working towards a relevant postgraduate degree (PhD)	E
High level of literacy and numeracy	E
Excellent working knowledge of MS Office software including Word, Excel, email, and the internet	E
Specialist skills appropriate to the course taught	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 to changing priorities 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 tutor and support year 1 and 2 UG students on core modules	D
Personal attributes	
Excellent people skills and the ability to build good relationships with colleagues and external partners	E
An enthusiasm for teaching	E

Application Process

To apply for this position please submit a CV and cover letter, indicating which modules you would like to teach on.

Applications should be emailed to polsci.staffing@ucl.ac.uk by 11.59pm on 17th May 2026