

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.

PGTA - SRI

Contents

1. About UCL
2. About UCL Institute of Education
3. About the Social Research Institute
4. Our Commitment to Equality, Diversity and Inclusion
5. How to Apply
6. 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 Social Research Institute

The [Social Research Institute](#) – formerly the Department of Social Science – in the UCL Institute of Education is one of the leading centres for social research in the UK. It is home to seven internationally renowned research units:

1. Centre for Longitudinal Studies
2. Centre for Time Use Research
3. CLOSER
4. EPPI-Centre
5. Quantitative Social Science
6. Social Science Research Unit
7. Thomas Coram Research Unit

Our strategy is to exploit and promote our key characteristics:

- All of our centres are multidisciplinary, with staff drawn variously from sociology, social policy, demography, economics, psychology, anthropology and social statistics.
- We are working across centres/units to promote cross-methodological, problem-solving interdisciplinary research on particular themes where we have outstanding scholarship and critical mass, e.g. gender, families, work, inequalities, migration, bio-social interactions.
- We are tackling major social challenges, e.g. on how societies support family wellbeing, gender equality and economic prosperity.
- We have a central role in sociological studies at UCL, with staff working on empirically and theoretically rich research.
- Our work is increasingly transgressing the boundaries of academic social science, taking us into life sciences (health, social epidemiology, biosocial research), natural sciences (information science, environmental science) and the humanities (peacebuilding, creative arts).
- Our staff actively engage with public priorities in policy and practice (as seen in our many Impact Case Studies) and with networks for knowledge exchange.
- We are active in the collection and curation of data as a public resource and in the development of research methods as well as in substantive research.
- We have a globally central position in longitudinal research, time use research, and systematic reviews.

More than 180 academic, research, teaching, technical and professional service staff work in the department. In addition to the seven research centres, it is home to three undergraduate degrees, three masters programmes and a thriving doctoral community.

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

Post Graduate Teaching Assistants

Grade 6 /up to 180 hours per academic year

Department: Social Research Institute

Location: Bloomsbury, London

Reports to

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

Main purpose of the job

There are opportunities for students to work the following academic programmes:

- BSc Social Sciences offers opportunities to engage with global perspectives on social change, and tools for understanding, shaping and innovating in future policy and practice. Social Sciences students will develop excellent skills in critical thinking and empirical analysis, preparing students for employment or further study.
- BSc Social Sciences with Data Science focuses on understanding the social and economic forces that shape our world. Crucially, it combines insights from the social sciences with rigorous training in the skills of quantitative data analysis that are highly valued in the labour market. Students will study at least three social science disciplines including sociology and economics.
- BSc Sociology blends local and global sociological perspectives to examine contemporary social issues and transformations, ranging from environmental risks and climate change, to the intensification of inequalities, the rise of new nationalisms the impacts of new technologies, and imaginings of the future. Students will graduate with the skills and mindset appropriate to tackling the challenges of 21st century society.
- MSc Social Policy (Research Methods) explores contemporary social problems, policy intervention, and policymaking processes across different sectors and countries, combined with rigorous training in traditional and innovative research methodologies required in the study of social policy. The relationship between research and policy is a key programme theme. We also have a specialist route Social Policy (Evidence Synthesis) MSc, which has a core focus on methods for evidence synthesis and the systematic review of research.
- MSc Social Research Methods with Data Science is designed to cover cutting-edge research methods, with a focus on data science, used in collating evidence for the

analysis, critique and evaluation of substantive issues in the social sciences, such as social justice, health disparities, migration, crime, gender, political identity.

- MSc Sociology provides the critical skills needed to analyse the defining issues of our time. Through a curriculum that emphasises a plurality of perspectives and rigorous methodological training, it explores diverse sociological approaches to social change, cultural norms, institutions, and the complexities of the modern world. Topics include race and gender dynamics, the climate crisis, wealth and income distribution, mental health and wellbeing, immigration, data-empowered societies and the impact of AI, social inequalities and injustices, and LGBTQ+ rights. MSc Sociology has specialist routes in Sociology and Data Science and in Sociology and Social Inequalities.
- MA Sociology of Childhood and Children's Rights introduce students to a range of cutting-edge social theories about global childhoods and children's rights. Through engagements with research-active lecturers studying varied and transnational childhoods, professionals from charitable and government sectors, and international activists, students explore new possibilities for achieving social justice for children and young people.

Professional Development in Teaching

In these roles, you will:

- Receive appropriate support in developing your teaching practice, and will receive mentoring and departmental guidance in relation to your seminar support role.
- Be required to attend an introductory, three-hour UCL Arena One Gateway Workshop.
- 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.
- Be subject to UCL's current arrangements for peer observation of facilitating seminars.
- 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.

For a full list of available modules please see the Modules document. On your application, please indicate which modules you would be interested in teaching on.

Duties and responsibilities

To assist the module lead in the overall management of students the person is supporting:

- Assist in the preparation of materials to support teaching, including liaising with the Module Leader regarding handouts for sessions, preparing practical exercises, preparing notes for assignments, etc.
- First and/or second marking (as required) for student formative and summative assessments; generating and providing detailed feedback for students.
- Co-ordinate any attendance monitoring activities for the groups you are supporting.
- Engage in the collection of evaluation data and student feedback from the groups you are supporting to enable module reviews and improvement.

- Attend lectures for the courses taught (can be waived at discretion of lecturer, for example, if it is a course taught in previous years);
- Participate in regular meetings with the course lecturer to discuss arising issues and problems

2. To provide academic inputs with the agreement of the module lead:

- Independently deliver in person seminars for one or more modules, or online as required.
- Engage in providing feedback of draft coursework to students, to guide them in their work and to answer general queries about the course.
- Undertake training in teaching as deemed necessary by the Module Leader/Lead-Learning and Teaching.

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.

Person Specification

Essential Criteria	Assessment method (Application form/ Interview / Practical Test)
1. Currently a PGR Student or be registered as a PGR Student by the start of the relevant academic year (<u>note: UCL PGR Students will be given priority in recruitment</u>)	Application/Interview
2. Demonstrable sound knowledge in a subject area relevant to the programme to be supported	Application/Interview
3. In second year (or later) of study towards a PhD in Social Sciences or a related field (on completion of the PhD, you will no longer be eligible to participate in this PGTA scheme)	Application
4. Educated at least to Master's level, in a related subject, with strong academic performance	Application
5. Ability to work independently with minimal supervision	Application/Interview
6. Demonstrate an understanding of the importance of confidentiality, freedom of information, data protection and equal opportunities	Application/Interview
7. Demonstrate the awareness and experiences necessary to work in a multi-cultural setting involving sensitive and crucial group dynamics	Application/Interview
8. Excellent communication skills, both verbal and written	Application/Interview
9. An enthusiasm for teaching	Application/Interview
10. To actively follow and promote UCL policies, including Equal Opportunities and Race Equality policies	Application/Interview

Desirable Criteria	Assessment method (Application form/ Interview / Practical Test)
1. Experience in delivering teaching at a higher education level	Application/Interview
2. Experience in delivering online teaching	Application/Interview
3. Experience of using Moodle (or similar VLE) and preferably managing Moodle sites and blog-type sites	Application/Interview

COVER PHOTO: MATT CLAYTON

ucl.ac.uk/jobs