



Job Description

Postgraduate Teaching Assistant (PGTA)

Department: The Bartlett School of Sustainable Construction

Grade: Grade 6

Location: London

Reports to:

Prof Aeli Roberts, PGTA Lead

Context

The Bartlett School of Sustainable Construction wishes to make appointments for Postgraduate Teaching Assistants for the 2024-2025 academic year.

Main purpose of the job

The purpose of this job is to support teaching and marking in our modules, working with the academic modules leads through the delivery of small group teaching and/or the marking and feedback of coursework for students taking modules in the School of Sustainable Construction.

Main duties of the post are classroom support, facilitating tutorial sessions, regular meetings with the course lecturer, provision of feedback to students, provision of weekly office hours, attendance reporting, coursework assessment and examination marking.

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

PGTAs are expected to be able to commit to be present on the Bloomsbury or UCL East campus during the terms for which teaching is allocated and during the examination period as required.

Duties and responsibilities:

- Act as a main point of contact for tutorial class facilitating for one or more classes;

- To 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.
- 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.
- Marking student assessments, generating and providing detailed feedback for students. Tailoring feedback as needed to ensure students clearly understand what is required of them;
- To monitor student progress, achievement and attendance returning data to the administrative office in a timely manner;
- To generate and deliver formative feedback directly to students
- To answer enquiries for each module taught;
- Examination marking duties (in term 3). Students will be expected to be available during the exam period which is typically from end of April to end of June;
- 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);
- Participation in regular meetings with the course lecturer to discuss arising issues and problems;
- Participate in the module delivery team assisting the module lead in the collection and review of module feedback

- Involvement in ad hoc meetings organised by Lecturers or the PGTA Administrator/Representative;
- To actively follow and promote UCL policies, including Equal Opportunities;
- To uphold confidentiality in regards to students records and marks;
- To familiarise themselves with the relevant parts of the academic regulations (relating to marking, ECs and academic misconduct);
- To 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 related field connected to the teaching areas of the Bartlett School of Sustainable Construction;	E
Working towards (or completed) 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
Personal attributes	
Excellent people skills and the ability to build good relationships with colleagues and external partners	E
An enthusiasm for teaching	E