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| Job Description |  |
| Postgraduate Teaching Assistant (PGTA) | Grade: Grade 6 |
| Department: Great Ormond Street Institute of Child Health | Location: London |

#### Reports to:

**LONDON’S GLOBAL UNIVERSITY**

Module Lead / Departmental Teaching coordinator

#### Context

UCL’s Great Ormond Street Institute of Child Health wishes to appoint a number of Postgraduate Teaching Assistants (PGTA’s) for the 2024/25 academic year for our MSc in Child and Adolescent Mental Health.

#### Main purpose of the job

The purpose of this job is to support delivery of teaching and learning for our MSc in Child and Adolescent Mental Health programme, within UCL’s Great Ormond Street Institute of Child Health.

Main duties of the post may include:

• Regular meetings with the course team

• Tutorial class teaching and support

• Providing feedback to students

• Editing and uploading live session content (incl. videos)

• Maintaining moodle pages and reading lists

• Coursework, examination and dissertation marking

Teaching Assistants will be given training in support of their roles. PGTAs are expected to be able to commit be present on the Bloomsbury campus during the terms for which teaching is allocated and during the examination period as required.

#### Duties and responsibilities:

* Act as a point of contact for tutorial class teaching in GOS ICH modules.
* Maintaining moodle pages
* Creating and updating reading lists
* Designing and preparing 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
* Creating mentimeter polls and quizzes
* Providing one to one and small group tutorials
* Editing and uploading videos (including addition of caption to videos). Including establishing online session joining details.
* Marking student assessments, generating and providing 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 programme administrator n a timely manner
* Involvement in ad hoc meetings organized by module and programme leads
* 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

# Person specification

| Criteria | Essential or Desirable |
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| **Qualifications, experience and knowledge** |  |
| Educated to Masters degree level (or having equivalent experience), See appendix 1 | E |
| Working towards a relevant postgraduate degree (PhD) | E |
| Excellent working knowledge of MS Office software including Word, Excel, email, and the internet | E |
| Specialist skills appropriate to the course taught | E |
| Masters or degree level research supervision or marking | D |
| **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 |
| Understanding of qualitative or qualitative research methods | E |
| **Personal attributes** |  |
| Excellent people skills and the ability to build good relationships with colleagues and external partners | E |
| An enthusiasm for teaching | E |

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