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| Job Description |  |
| Postgraduate Teaching Assistant: SSC Tutor | Grade: Grade 6 (currently starting at £18.18 p/h) |
| Department: Anthropology | Location: Bloomsbury  |

#### Reports to:

**LONDON’S GLOBAL UNIVERSITY**

Dr Dalia Iskander, SSC Lead

#### Context

The [Department of Anthropology at UCL](https://www.ucl.ac.uk/anthropology/ucl-anthropology) wishes to appoint a PGTA for the ‘Culture, Society and the Clinical Encounter’ Student Selected Component (SSC) for the 2024/25 academic year. The SSC course runs for 8 weeks on Fridays 2-5pm from 25th October 2024 – 13th December 2024.

#### Main purpose of the job

The PGTA will work with the SSC Lead to design and teach the SSC to Year 2 Medical School students that introduces them to Medical Anthropology. The PGTA will work with the SSC Lead to design and deliver small group teaching for a group of around 20-30 students.

PGTAs are expected to be able to commit be present on the Bloomsbury campus during the term in which teaching is allocated and during the assessment period as required (assessment runs until late January).

PGTAs will be given training in support of their roles.

#### Duties and responsibilities:

* Work with the SSC lead to design and prepare teaching material within the overall SSC framework. This will involve proactively updating and managing a Moodle course and planning delivery of teaching;
* Deliver synchronous teaching (8 x 3-hour seminars) which entail a mix of short lectures, student-led discussions/activities and field trips/practicals;
* Setting and marking student assessments, generating and providing detailed feedback for students. Tailoring feedback as needed to ensure students clearly understand what is required of them;
* Monitor student progress, achievement and attendance returning data to the Education Team in a timely manner;
* Participate in regular meetings with the SSC lead to discuss arising issues and problems;
* Involvement in ad-hoc meetings organised by Module Leads or other departmental staff;
* Actively follow and promote UCL policies, including Equal Opportunities;
* Uphold confidentiality in regards to students records and marks;
* Engage with all training required to support the role.

#### Additional information

* PGTA roles are dependent on student numbers. In the event there are insufficient numbers of students enrolling, such that the work is not required and / or there is a reduced need, PGTAs will be notified of this as soon as possible. If work is withdrawn on this basis, there is no entitlement to be paid for work not yet undertaken.
* PGTAs are expected to fund their own travel to and from UCL for teaching.

# Person specification

| Criteria | Essential or Desirable |
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| **Qualifications, experience and knowledge** |  |
| Educated to Masters degree level (or equivalent experience), in a relavent field | E |
| Working towards a Medical Anthropology postgraduate research degree (PhD) during the teaching period | E |
| High level of literacy and numeracy | E |
| Specialist skills appropriate to the module 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 organisational 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 keen attention to detail | E |
| Ability to tutor and support students on Anthropology 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 |
| Student focused, with a helpful and proactive attitude, along with an understanding of the challenges facing students | E |
| A commitment to personal professional development | E |
| Commitment to UCL’s policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and backgrounds | E |

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