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| Job Description |  |
| Part Time Online Postgraduate Teaching Assistant (OPGTA) | Grade: Grade 6HERA ref: 001736 |
| Department: Physics and Astronomy | Location: London/Remote |

#### Reports to:

**LONDON’S GLOBAL UNIVERSITY**

Module Lecturer / Director of Teaching

#### Context

The Department of Physics and Astronomy wishes to make up to 66 appointments for Online PGTAs for the 2020/21 academic year.

This will typically be 3 hours per week for 11 weeks.

#### Main purpose of the job

Online teaching involves a new relationship between students, lecturers and material. This presents an opportunity for a new role for postgraduate research students at UCL.

The Online Postgraduate Teaching Assitant (OPGTA) will play a key academic support role for students during online learning.

The purpose of this job is to support teaching and learning in our modules, working with academic module leads to support groups of 40 students, acting as a first point of contact, facilitating online learning and monitoring students’ engagement and progress.

The main duties of the post are monitoring and encouraging student engagement with online content and activities, liaising with the module lead, providing virtual office hours, signposting support, and responding to student queries.

There may also be some facilitation of group tutorials and some coursework assessment, examination marking and provision of formative and summative feedback, depending on departmental need.

Online PGTAs will be given training in support of their roles through the Arena One Programme and departmental support.

OPGTAs are expected to be able to commit three hours a week, flexibly delivered.

#### Duties and responsibilities:

#### [Departments to adjust as necessary]

* Act as a main point of contact for a sub-cohort of 40 students on a module;
* Help students succeed in making the most of resources and teaching materials available to them in their learning;
* Be available weekly at dedicated virtual office hour(s) for student drop-ins and one-to-one appointments;
* Respond to queries via discussion fora and/or email, referring to departmental tutors/module leads and/or central support services as appropriate;
* Monitor students’ online presence, engagement with their learning and their progress, returning data to the administrative office in a timely manner and following up where necessary by offering support and encouragement and/or raising with departmental tutors/module leads as appropriate;
* Design and facilitate tutorials that promote belonging, peer interaction and group work, aimed at clarifying module content;
* *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 generate and deliver formative feedback directly to students;*
* 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 organized 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 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 relevant scientific discipline (for example Physics, Astrophysics, Natural Sciences). | E |
| Completion of the [UCL Arena One](https://www.ucl.ac.uk/teaching-learning/professional-development/arena-one) scheme prior to the commencement of work  | E |
| Working towards a relevant postgraduate degree (PhD) | E |
| High level of literacy and numeracy | E |
| Excellent working knowledge of a range of software including Moodle, Teams, Word, Excel, email, and the internet, in addition to module-specific knowledge as outlined in Section 4 of the “*Teaching Opportunities in Physics and Astronomy 2020/21*” booklet | 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 proactively and in a timely manner to changing priorities and student needs 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 provide clear, well-informed and empathetic advice and support to students | E |
| **Personal attributes** |  |
| Excellent people skills and the ability to build good relationships with students, colleagues and external partners | E |
| An enthusiasm for teaching and supporting student learning. | E |

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# Apply

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| To apply for this position apply online:<https://forms.office.com/Pages/DesignPage.aspx?origin=shell#FormId=_oivH5ipW0yTySEKEdmlwqo0kmF6fctFpeBzFuiosyRUODNPQkpRTFBVUkhKRVNBQlpXVDg0SjJFUS4u> |