



# Job Description

## Postgraduate Teaching Assistant (PGTA)

**Department: Physics and Astronomy**

**Grade: Grade 6**

**Location: London**

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### Reports to:

Module Lecturer / Deputy Director of Teaching

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### Context

The Department of Physics and Astronomy wishes to make appointments for Postgraduate Teaching Assistants for the 2022/23 academic year.

Hours will vary, but a typical example would be 3 to 4 hours per week and not normally more than 6 hours per week.

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### Main purpose of the job

The purpose of this job is to support teaching and learning in our modules, working with the academic modules leads through the delivery of small group teaching.

Typical activities are leading problem-solving tutorial classes, marking and providing feedback, and demonstrating in the undergraduate laboratories or computing sessions, depending on the module. Training and guidance will be provided.

Other duties of the post may include are (regular) meetings with the course lecturer, attendance reporting, coursework assessment.

PGTAs are expected to be able to be present on the Bloomsbury campus during the terms for which teaching is allocated.

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### Duties and responsibilities:

- Help students succeed in making the most of resources and teaching materials available to them in their learning;
- 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;
- Facilitate teaching sessions 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;
- Involvement in ad hoc meetings organized by module leaders or the PGTA Administrator/Rep.;
- 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
<b>Qualifications, experience and knowledge</b>	
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 Gateway (3 hour) training course 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, e.g., Moodle, Teams, Zoom, Word, Excel.	E
Excellent working knowledge of module-specific knowledge as outlined in Section 4 of the <i>“Teaching Opportunities in Physics and Astronomy 2021/22”</i> booklet.	E
<b>Skills and abilities</b>	
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
<b>Personal attributes</b>	
Excellent people skills and the ability to build good relationships with colleagues and external partners.	E
An enthusiasm for teaching and supporting student learning.	E

# Apply

To apply for this position visit:

<https://www.ucl.ac.uk/physics-astronomy/vacancies>