



Job Description

Senior Postgraduate Teaching Assistant (SPGTA) **Grade: 6**

Department: Institute for Risk and Disaster Reduction

Location: London

Reports to

Module tutor

Context

The IRDR wishes to make several appointments for Senior Postgraduate Teaching Assistants for the 2020-21 academic year.

Main purpose of the job

The purpose of this job is to support teaching and learning in our modules, working with the academic modules tutors to support the delivery of teaching and assessment of assignments for students taking modules in the IRDR.

Specific duties are listed for the separate modules and roles.

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

PGTAs may be expected to be able to commit to be present on the Bloomsbury campus during the terms for which teaching is allocated and during the examination period as required (please check individual module duties and responsibilities regarding this).

Duties and responsibilities

Semester 1 modules

IRDR0001 - Natural and Anthropogenic Hazards and Vulnerability. Tutor: Joanna Faure Walker (j.faure-walker@ucl.ac.uk)

IRDR0001 Role 1: Online: Assistant examiner for presentations (4 hours of attending presentations plus up to 4 hours of feedback)

- Attend and mark 4 hours of student presentations in 2 x 2 hour blocks (online).
- Provide written feedback (about half a page)

and a grade for each student's presentation to the module tutor

- Presentations are at 08:00-10:00 and 14:00-16:00 on Monday 23rd November 2020. Written feedback should be provided to the module tutor as soon as possible following the presentations, within a week at the latest.

IRDR0001 Role 2: Online: Assistant Examiner for written coursework

(15-30 hours depending on number of students)

- Mark 2,500 word essays
- Complete within 2 working weeks of coursework deadline (Friday 18th December, 2020)
- Knowledge of hazards, vulnerable is desirable

IRDR0001 Role 2: Online most likely, but possibly in person: Assistant Examiner might be needed for marking oral presentations (8-15 hours depending on number of students):

- Mark 6-minute oral presentation and compare the marks by Friday 18th December 2021 as well as arranging to mark and compare late submissions.
- Knowledge of translating conflict, humanitarian, and disaster science into policy desirable.

IRDR0001 Role 3: Online: Assistant for formative presentations (2 hours of attending presentations plus up to 4 hours of feedback)

- Attend and mark 2 hours of student presentations in 1 x 2 hour block (online).
- Provide written feedback (about half a page) and for each student's presentation to the module tutor
- Presentations are at 08:00-10:00 and 14:00-16:00 on Monday 26th October 2020. Written feedback should be provided to the module tutor as soon as possible following the presentations, within a week at the latest.

IRDR0001 Role 4: Teaching assistant for Cambridge flood tour (led by Ilan Kelman. 1 full day to be determined in May-June 2021, if the trip goes ahead)

To accompany and escort students around Cambridge for their flood field trip.

IRDR0001 Role 5: Teaching assistant for RNLI visit (led by Bayes Ahmed. Three hours on a day to be determined in May-June 2021, if the visit goes ahead)

- To accompany and escort students for the RNLI visit or for the central London walking tour contingency if RNLI cancels at the last-minute due to an emergency call-out.

IRDR0002 – Fundamentals of Emergency and Crisis Planning. Tutor: David Alexander (david.alexander@ucl.ac.uk)

IRDR0002 Role 1: Assistant examiner (2 hours).

In Dec, attend student presentations, provide marks and short paragraphs of feedback on each presentation (there will be about eight presentations)

IRDR0002 Role 2: Assistant examiner (Approx 5 hours)

- Second mark student exams during Term 1

IRDR0002 Role 3: 2 Teaching assistants (Approx 3 hours each)

- Scenario to be held during a lesson in late Oct, Nov or Dec
- 2 hours classroom plus 1 hour prep

IRDR0004 – Data Analysis and Interpretation. Tutor: Patty Kostkova (p.kostkova@ucl.ac.uk)

IRDR0004 Role 1: 2 Teaching assistants (approx 50 hours each)

- Assistance with lab based classes teaching basic statistics using R and introduction to GIS using ArcGIS (online and/or face to face if/when possible) 4 hours online weekly during term 1
- Office hours and support with R and GIS (online and/or face to face if/when possible) during term 1

IRDR0004 Role 2: Assistant examiner (approx. 5 hours)

- Second mark student exams
- During exam period in Term 1

Comment: Examination takes place in term module is taught or beginning of the next term.

Marking is required within 3 weeks of examination (you will receive scripts following first marking being finished and have a 1-2 week time window to complete Marking including review)

- You require an ability to follow simple mathematical equations and judge quality of essays - full mark scheme with worked answers will be provided

IRDR0005 Practice and Appraisal of Research. SW England Field Trip. Tutor: Peter Sammonds (p.sammonds@ucl.ac.uk)

IRDR0005 Role 1: 2x Field assistants (28 hours each)

- Assistance with physical and social surveys in field
- Face-to-face June 2021 (for 4 days)

IRDR0005 Role 2: 2x Assistant examiner (approx. 10 hours each)

- Second mark field notebooks during or straight after field trip.

Semester 2 modules

IRDR0006 Conflict, Humanitarianism and Disaster Risk Reduction. Tutor: Ilan Kelman (i.kelman@ucl.ac.uk)

Role 1: Online: Assistant Examiner might be needed for marking written coursework (5-15 hours depending on number of students):

- Mark 200-350 word blogs.
- Complete and compare marking within 2 working days of coursework deadline (Wednesday 17th March, 2021) as well as planning to mark and compare late submissions.
- Knowledge of how to blog, both in written format and visually on conflict, humanitarian, and disaster topics, desirable.

IRDR0007 – Space Weather and Technological Failures. Tutor: Peter Sammonds (p.sammonds@ucl.ac.uk)

IRDR0007 Role 1: Teaching assistant (20 hours)

- Assistance with space weather exercises.
- Thursday face-to-face 18/3/21 for 4 hours
- Mondays online 18/1; 25/1; 1/2; 8/2/21 10am & 5pm

IRDR0007 Role 2: Assistant examiner (approx. 6 hours)

- Second mark scenario and briefing note in Term 2

IRDR0008 – Catastrophe Risk Modelling. Tutor: Joanna Faure Walker (j.faure-walker@ucl.ac.uk)

IRDR0008 Role 1: Teaching assistant (20 hours)

- Selected Tuesdays and Fridays in term 2

IRDR0008 Role 2: Assistant examiner (20 hours)

- 2nd mark written coursework and presentations

IRDR0015 – Integrating Science into Risk and Disaster

Reduction. Tutor: Joanna Faure Walker (j.faure-walker@ucl.ac.uk)

IRDR0015 Role 1: Online: Assistant examiner for presentations (4 hours of attending presentations plus up to 4 hours of feedback)

- Attend and mark 4 hours of student presentations in 2 x 2 hour blocks (online).
- Provide written feedback (about half a page) and a grade for each student's presentation to the module tutor
- Presentations are at 10:00-12:00 and 17:00-19:00 on Friday 11th December. Written feedback should be provided to the module tutor as soon as possible following the presentations, within a week at the latest. Some knowledge of Early Warning Systems is helpful, but not required.

IRDR0015 Role 2: Assistant Examiner for coursework

- Mark written coursework – 10-15hrs

IRDR0015 Role 3: Assistant examiner for “Take home” examinations (approx. 25 hours, depending upon number of students)

- Second mark student examination scripts (online) in Term 1.

IRDR0016: Gender, Conflict and Disaster. Tutor: Punam Yadav (p.yadav@ucl.ac.uk)

Role 1: Help run the discussion forum on Moodle and update Moodle page for IRDR0016 with weekly teaching materials (1.5 hours/week = 15 hours).

Role 2: Moderate critical reading exercise and second mark the critical reading exercise (4 hrs/w x 8 weeks = 32 hrs)

Role 3: Second mark blog posts (10 hours)

Role 4: Attend and second mark the class presentation (4 hours + 6 hours = 12 hours)

Role 5: Ensure accessibility compliance of all the teaching materials (15 hours)

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
Educated to Masters degree level (or having equivalent experience), in a field related to the subject matter being taught/ assessed.	E	A
Working towards a relevant postgraduate degree (PhD)	E	A
High level of literacy and numeracy	E	A/I
Effective working knowledge of any software specified in the task descriptions	E	A/I
Specialist skills and knowledge appropriate to the course taught	E	A/I
Skills and abilities		
Ability to communicate clearly, both orally and in writing, with students, academic and support staff at all levels	E	A/I
Excellent organizational and time management skills	E	A/I
Ability to work independently for short periods and as part of a team, recognising when advice / input needs to be sought	E	A/I
A high level of accuracy and a keen attention to detail	E	A/I
UCL Ways of Working for professional services		
Excellent people skills and the ability to build good relationships with colleagues and external partners	E	A/I
An enthusiasm for teaching	E	A/I