



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 2021-22 academic year, to support teaching of modules on the linked MSc and MRes programmes "MSc Risk Disaster and Resilience", "MSc Risk and Disaster Science" and "MRes Risk and Disaster Reduction", and on first year modules for our newly launched BSc in Global Humanitarian Studies.

Applications are now invited from UCL PhD students (any year of study) to support the delivery of teaching and assessment of assignments for students taking modules in the Institute for Risk and Disaster Reduction.

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.

All PGTA's should complete the Arena One PGTA Gateway Training and may wish to undertake further Arena training: [UCL Arena PGTA training](#)

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

PGTA's may be expected to commit to being 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

Supporting academic module tutors in the delivery of teaching and assessment of assignments for the following modules:

BSc Global Humanitarian Studies, year 1 modules, semester 1

- Global History of Humanitarianism, IRDR0018
- Social and Geospatial Analysis, IRDR0021

BSc Global Humanitarian Studies, year 1 modules, semesters 1&2

- Practice and Analysis of Humanitarian Action, IRDR0023
- Introduction to Social Anthropology, ANTH0003

BSc Global Humanitarian Studies, year 1 modules, semester 2

- Humanitarian Crisis Response, IRDR0019
- Climate and Natural Hazard Risks, IRDR0020
- Technology for Humanitarian Studies, IRDR0024

BSc Global Humanitarian Studies, year 1 modules, semester 3 (25th April – 10th June)

- Key concepts and Debates in Humanitarianism, IRDR0022

MSc modules, semester 1

- Natural and Anthropogenic Hazards and Vulnerability, IRDR0001
- Fundamentals of Emergency and Crisis Planning, IRDR0002
- Data Analysis and Interpretation, IRDR0004
- Introductory Maths

MSc modules, semester 2

- Conflict, Humanitarianism and Disaster Risk Reduction, IRDR0006
- Advanced Emergency and Crisis Planning and Management, IRDR0003
- Catastrophe Risk Modelling, IRDR0008
- Integrating Science into Risk and Disaster Reduction, IRDR00015
- Business Continuity Management and Organisational Resilience, IRDR00017

MSc modules, semester 3

- Practice and Appraisal of Research, incl SW England Field Trip, IRDR0005
- Research projects

Specific duties and requirements for roles supporting each module are provided on the [IRDR PGTA roles 2021-22 page](#).

In addition to any specific requirements for each module, all SPGTAs will be expected to:

- Have basic knowledge of the module topic
- 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
- Liaise closely with the module tutor on the expectations of the role
- Refer student personal problems to UCL student support/ module leader/ student personal tutor/ IRDR student adviser

Other Information

- The appointments will be made at grade 6, starting at point 21, and moving up one point for each year of experience as a SPGTA within the IRDR (currently £15.32 per hour at point 21, £15.72 per hour at point 22, both rates inclusive of London allowance).
- Since the number of students on some courses is not known until after the start of term, the department reserves the right to make last minute adjustments to the amount of work for each role
- Once appointed, all SPGTAs should consult with the module tutor on the expectations for their role

Term Dates

- Semester 1 teaching weeks are 4 October to 17 December 2021 (excluding reading week 8-12 November)
- Semester 2 teaching weeks are 10 January to 25 March 2022 (excluding reading week 14-18 February)
- Semester 3 teaching weeks are 25 April to 10 June 2022 (research projects continue until late August and are marked after that)

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

Apply

Applicants should submit as one document with file name [yourname]-SPGTA:

- A Brief CV (no more than 2 pages) and
- A short cover letter that should include
 - A short personal statement (max 1 page) outlining why you are interested in being a PGTA for the IRDR and why you would be a suitable PGTA for the module/ roles you are applying for
 - Which PGTA positions you are applying for (list up to 5 in order of preference – noting we may not be able to allocate your preferred module if many applicants have the same preference),

with reference to roles listed on the [IRDR PGTA roles 2021-22 page](#)

- Confirmation that your supervisor has given you permission to work as a PGTA in the 2021/22 academic year
- Confirmation that you will be able to meet all obligations for this position at all required times

Please email your application to Rosanna Smith (irdr-enquiries@ucl.ac.uk) under the subject line “SPGTA Application” by 17:00 on Tuesday 7th September.

All applicants will be informed of the outcome of their application by email and may be invited to an online interview with the module leader. All general queries relating to the SPGTA roles should be directed to [irdr-](#)

enquiries@ucl.ac.uk . Queries about specific modules can be directed to the module tutors.