



# Job Description

## Postgraduate Teaching Assistant (PGTA)

Department: UCL School of Slavonic and East European Studies

Grade: Grade 6

Location: London

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### Reports to:

Deputy Director & Head of Teaching Resources, with day-to-day work directed by the Module Coordinator

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### Context

The UCL School of Slavonic and East European Studies (SSEES) wishes to make a number of appointments for Postgraduate Teaching Assistants (PGTAs) for the 2021-22 academic year.

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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 for students taking modules in SSEES.

The main duties of the post may include tutorial class teaching, regular meetings with the course lecturer, provision of feedback to students, provision of weekly office hours, attendance reporting, coursework assessment and examination marking.

PGTAs will be given training in support of their roles.

PGTAs are 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.

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### Duties and responsibilities:

- To design and prepare teaching material within the overall module framework. This will involve proactively planning delivery of teaching, generating material for tutorials and liaising with other members of the module team to share best practice and ensure consistency.
  - To teach methods and skills and material that students found particularly challenging in lectures; this may include presenting model answers, demonstrating techniques and participating in field trips.
  - To mark student assessments, generating and providing detailed feedback for students, and tailoring feedback as needed to ensure students clearly understand what is required of them.
  - To monitor student progress, achievement and attendance, returning data to the Education and Student Support Office in a timely manner.
  - To generate and deliver formative feedback directly to students.
  - To undertake a weekly office hour for student enquiries for each module taught during the term taught plus two additional hours in term 3 prior to the examination.
  - To undertake examination marking duties (in term 3). Students will be expected to be available during the exam period which is typically from end of April to end of June.
  - To attend lectures for the modules taught (can be waived at discretion of Module Coordinator, for example, if it is a module taught in previous years).
  - To participate in regular meetings with the module lecturer(s) to discuss arising issues and problems.
- To act as a main point of contact for tutorial / seminar class teaching for one or more modules.

- To participate in the module delivery team assisting the module lead in the collection and review of module feedback.
- To participate 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.

*To apply for a PGTA role, please complete the attached **application form** and return it, together with an up-to-date **CV**, to [ssees.people@ucl.ac.uk](mailto:ssees.people@ucl.ac.uk). You should indicate in the application form which module(s) you are interested in being considered for (see list in the job advert).*

*For queries about the application process, please contact Shevanese Anderson on [shevanese.anderson@ucl.ac.uk](mailto:shevanese.anderson@ucl.ac.uk). For queries about the roles please contact the relevant Programme Area Coordinator / Programme Coordinator (see list in the job advert).*

# Person specification

Criteria	Essential or Desirable
<b>Qualifications, experience and knowledge</b>	
Educated to Masters degree level (or having equivalent experience), in a field related to the module(s) being taught	E
Working towards a relevant postgraduate degree (PhD)	E
High level of literacy and numeracy	E
Excellent working knowledge of MS Office software including Word, Excel, email, and the internet	E
Specialist skills appropriate to the module(s) being taught	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 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 a keen attention to detail	E
Ability to tutor and support year 1 and 2 UG students within SSEES	D
<b>Personal attributes</b>	
Excellent people skills and the ability to build good relationships with colleagues and external partners	E
An enthusiasm for teaching	E