



SSEES PGTA Opportunities – 2022-23 – OCTOBER UPDATE

UCL School of Slavonic and East European Studies (SSEES) has a number of exciting Postgraduate Teaching Assistant (PGTA) opportunities available, for postgraduate research (PGR) students to teach on our undergraduate modules, for Term 2 (starting in January 2023). Modules in SSEES' Politics and Sociology programme area are recruiting.

PGTAs are principally engaged to facilitate and lead undergraduate tutorials, with a typical tutorial group consisting of between 10 and 15 students. PGTAs are also often asked to undertake formative and summative assessment and feedback. Module coordinators provided detailed guidance and support to PGTAs on their modules.

It is anticipated that PGTAs will lead up to 4 hourly tutorial / seminar groups per week, usually on one specific module, although this will vary by module / subject area according to teaching requirements.

PGTAs are normally employed for the academic terms during which the module(s) they are supporting are delivered.

Eligibility and Requirements

To be eligible to be considered for a PGTA position at SSEES you must:

1. Be a registered PGR student at UCL or another university, entering your 2nd or later year of study;
2. Have the right to work in the United Kingdom;
3. Have the approval of your principal PhD supervisor.

Prior teaching experience is not required, but helpful. Knowledge and enthusiasm for the subject, together with a commitment to supporting the learning of students, is critical.

For a full description of duties and a person specification, please refer to the attached Job Description and Person Specification.

Benefits

In addition to remuneration, PGTA tutoring provides an excellent opportunity for PGR students to develop their teaching experience and advance their wider career development. SSEES is committed to support its PGR and Early Career Researcher (ECR) community and aims to give all of its PhD students the opportunity to undertake PGTA tutoring during their studies.

SSEES PGTAs are employed at Grade 6 on the UCL [non-clinical salary scale](#), pro-rata, in line with the UCL [PGTA Code of Practice](#).

PGTAs are employed on fixed-term contracts of employment, which set a minimum number of hours, with salaries paid on a monthly basis. Some additional duties (e.g. assessment and feedback work on the

module(s) you support) may be paid as supplemental 'one-off' payments. PGTAs are also eligible to join the relevant UCL pension scheme.

Returning PGTAs benefit from incremental salary progression based on their prior experience. Additionally, PGTAs accrue annual leave; this is automatically calculated and paid by UCL Payroll.

PGTA workloads and contracted hours are calculated according to a defined set of workload tariffs, which provide for contact hours, preparation time, office time with students and lecture attendance, which is required for new PGTAs. The tariff for assessment and feedback work is calculated on a per-script / per-student basis. SSEES seeks to carefully manage PGTA workloads and commitments to ensure teaching duties do not interfere with their doctoral research and training.

All SSEES PGTAs may enrol on UCL's dedicated PGTA training programme, '[Arena One](#)', which is delivered by the [UCL Arena Centre](#). Further in-house induction and informal training is provided by SSEES staff.

Application Process

To apply for a PGTA role, please complete the [online application form](#), as well as sending an up-to-date CV to ssees.people@ucl.ac.uk. You should indicate in the application form which module(s) you are interested in being considered for (see list below).

Applications are now open and close **Sunday 13th November 2022 at 11.59pm**. Candidates who have already applied for 2022-23 PGTA vacancies need not re-apply, but should send a short expression of interest to ssees.people@ucl.ac.uk confirming which modules you wish to be considered for.

For queries about the application process, please contact Shevanese Anderson on shevanese.anderson@ucl.ac.uk. For queries about the roles please contact the relevant Programme Area Coordinator (see list below).

Modules Available

For Term 2 of the 2022-23 Academic Year, SSEES is still recruiting PGTAs for the following modules:

Politics & Sociology programme area

Programme Area Coordinator: Daniel Brett (daniel.brett@ucl.ac.uk)

SESS0017	Understanding Politics II: How Politics Works	Term 2
SESS0034	Researching Politics and Society	Term 2
SESS0061	Democracy and Democratisation	Term 2
SESS0082	Introduction to International Relations: concepts and ideas	Term 2