



Job Description

Postgraduate Teaching Assistant (PGTA)

Department: Institute of Epidemiology and Health Care

Grade: Grade 6

Location: Bloomsbury Campus or Royal Free Hospital, London

Reports to:

Programme/Module Lead/Academic Tutor

Duties and responsibilities can include:

Context

The Institute of Epidemiology and Health Care (<https://www.ucl.ac.uk/epidemiology-health-care/>) wishes to appoint a number of Postgraduate Teaching Assistants for the 2023/24 academic year. This JD is generic and applicants need to apply to specific jobs listed on the IEHC PGTA opportunities document (PDF).

Main purpose of the jobs

The purpose of the jobs are to support delivery of teaching and learning towards Institute of Epidemiology and Health Care programmes.

Main duties of the post range from: tutorial class teaching, regular meetings with the course lecturer, provision of feedback to students, editing and uploading live session content (incl. videos), provision of weekly office hours to answer forum posts, coursework assessment and examination marking.

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

PGTAs are expected to be able to commit to be present on the Bloomsbury campus or Royal Free Hospital (depending on the job) during the terms for which teaching is allocated and during the examination period as required.

- Act as a main point of contact for tutorial class teaching IEHC modules (incl. any online sessions);
- To design and prepare teaching material, this will involve proactively planning delivery of teaching, generating material for tutorials and liaising with other members of module team to share best practice and ensure consistency.
- The teaching of methods and skills and material that students find challenging in lectures; this may include presenting model answers, demonstrating techniques.
- Editing and uploading live session videos (including addition of caption to videos).
- Marking student assessments, writing feedback for students, attending parity marking meetings. 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 programme administrator in a timely manner;
- To write and deliver formative feedback to students
- To undertake a weekly office hour for student enquiries during the term taught plus two additional hours in term 3 prior to the examination;
- Involvement in ad hoc meetings organized by module leads;
- Assist in collection and review of module feedback
- 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
Qualifications, experience and knowledge	
Educated to Masters degree level (or having equivalent experience), in a field related to the position being applied for (see appendix 1);	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 course taught	E
Skills and abilities	
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
Personal attributes	
Excellent people skills and the ability to build good relationships with colleagues and external partners	E
An enthusiasm for teaching	E

Apply

To apply for this position, look at the list of roles advertised and submit one application (via the [Microsoft Form](#)) for each job you wish to engage in. If a job you apply for is less than 15hrs, you should ideally apply to another job.

The deadline to apply is midnight on Tuesday 18th July 2023.