



Candidate Information Pack – B16-01573 – Post Graduate Teaching Assistant (PGTA)

Open to current registered UCL Post
Graduate Research students only

www.ucl.ac.uk/ioe



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About UCL

Since 1826, we have championed independent thought by attracting and nurturing the world's best minds.

UCL is a diverse global community of world-class academics, students, industry links, external partners, and alumni. Our powerful collective of individuals and institutions work together to explore new possibilities.

Academic excellence:

- 30 Nobel laureates
- 11 academic faculties
- 43,800 students
- 14,300 employees
- 2nd in UK for research power (REF 2021)
- 440 undergraduate programmes
- 150+ nationalities represented by student body
- 675 postgraduate programmes

Across the globe:

- Our network of connections span across the globe:
- 300,000 alumni in 190 countries
- 53% international students
- 32% of our students studied abroad in 2017/18
- 37% international staff
- 150+ Erasmus+ partnerships
- Partnerships with institutions worldwide

Founded in 1826 in the heart of London, UCL is London's leading multidisciplinary university.

We are a diverse community with the freedom and courage to challenge, to question and to think differently.

Through a progressive approach to teaching and research, our world leading academics, curious students and outstanding staff continually pursue excellence, break boundaries and make an impact on real world problems.

Learn more at:

www.ucl.ac.uk/about



About IOE, UCL's Faculty of Education and Society

IOE is UCL's Faculty of Education and Society. With more than 900 academic staff, 8,000 students, 190 research collaborations and cross-sector partnerships spanning five continents, our seven departments work across education, culture, psychology and social science to improve lives.

Founded in 1902, IOE has been shaping policy and helping government, organisations and individuals navigate a changing society for the last 120 years. We embrace collaboration and excellence to create a future that is inclusive and just, and have been ranked number one for education every year since 2014 in the QS World University Rankings by Subject.

In December 2014 we merged with UCL, putting us at the heart of a comprehensive, world-top-ten university with a shared legacy of innovation and academic excellence.

IOE is led by a Director, supported by three academic Pro-directors and a Director of Operations.

IOE comprises six academic departments:

- Social Research Institute (SRI)
- Learning and Leadership (DLL)
- Culture, Communication and Media (CCM)
- Curriculum, Pedagogy and Assessment (CPA)
- Psychology and Human Development (PHD)
- Education, Practice and Society (EPS)

The IOE is also host to the Centre for Languages and International Education.



About the Department of Learning and Leadership (DLL)

The [Department of Learning and Leadership \(DLL\)](#) is a large specialist research and teaching department of approximately 110 academic staff. The department is a major world leader in the following subject areas: Early Years and Primary Education, Educational Leadership, Education Policy, and Initial Teacher Education (ITE). We value innovative research, teaching and enterprise in all these areas and combine the very best of research innovation and evidence-based teaching, with a strong commitment to translating our work into policy and practice.

The Department of Learning and Leadership is based in the heart of Bloomsbury, London's academic heartland. We are a department within the IOE, UCL's Faculty of Education and Society; the IOE is ranked number 1 in the world for education in the QS World University Rankings.



Staff Benefits

UCL is a dynamic, global university based in one of the most exciting capital cities in the world. Not only does working at UCL offer the opportunity to work with game changers in your field; it also provides competitive terms, conditions, and benefits.

Our benefits and policies apply equally, whatever the sexual orientation and/or gender identity of employees. Benefits and policies relating to employees partners, includes both different sex and same sex partners.

- **Annual leave**

27 days of annual leave plus six closure days at Christmas and Easter (pro rata for part time staff) as well as statutory holidays.

- **Work life balance**

We facilitate flexible working such as flexitime, annualised hours, term-time working, shift working, staggered hours, job share/job splitting, part-time working, compressed hours, career breaks and planned remote working.

- **Financial benefits**

These include retail discounts, gym membership discounts, season ticket loans, tax-free cycle loans and more.

- **Health and wellbeing**

We offer a range of health and wellbeing benefits for all employees, covering fitness and lifestyle as well as mental and physical health.

- **Professional development**

People development is at the heart of everything we do at UCL. Colleagues have access to a comprehensive range of training programmes and development opportunities that are organised by our Organisational Development team.

- **Staff networks and groups**

There are many opportunities for people to network with colleagues in other departments and faculties, such as our Events Network, Equality Network and Conservation Society.

Find out more:

www.ucl.ac.uk/human-resources/pay-benefits/staff-benefits



Our Commitment to Equality, Diversity and Inclusion

As London's Global University, we know diversity fosters creativity and innovation, and we want our community to represent the diversity of the world's talent. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where we all belong.

We therefore particularly encourage applications from candidates who are likely to be underrepresented in UCL's workforce.

These include people from Black, Asian and ethnic minority backgrounds; disabled people; LGBTQI+ people; and for our Grade 9 and 10 roles, women.

IOE holds an Athena SWAN Bronze award, in recognition of our commitment to advancing gender equality.

- [EDI Networks](#)

Our staff equalities networks are open to all staff. They are places where people with shared identities and backgrounds can connect with colleagues and make positive change across the university:

www.ucl.ac.uk/equality-diversity-inclusion/staff-equalities-networks

- [Equality Areas](#)

Information on various types of equality, including disability, race, gender, sexual orientation and religion, as well as the various charter marks UCL participates in.

www.ucl.ac.uk/equality-diversity-inclusion/equality-areas-support-students-staff-and-managers



How to Apply

Before completing your application, ensure that you have read the job description and the person specification and have had a look at the IOE website: www.ucl.ac.uk/ioe

Your application form should address all the person specification points and should clearly demonstrate how your skills and experience meet each of the criteria.

It is important that the criteria are clearly numbered and that you provide a response to each one.

Your responses to all the selection criteria form an essential part of the selection process and a failure to provide this information will mean that the application will not be considered.

An answer to any of the criteria such as 'Please see attached CV' will not be considered acceptable.

Following the selection panel's shortlisting process, you will receive notification of the outcome of your application.

Please note that any offer of employment is conditional on your [right to work](#) in the UK.

For British passport holders, as part of our standard pre-employment check process, we will be submitting your details to Experian to complete the mandatory RTW checks. You will receive a text with instructions on how to proceed with this.

For non-UK passport holders, we will need to arrange a Teams phone call so we can check your share code certificate and status, prior to your start date.

Application Process:

www.ucl.ac.uk/work-at-ucl/application-process



Education

QS World Rankings by Subject 2024

1st
in the world

Job Description

Post Graduate Teaching Assistant (PGTA)

Grade 6 and 0.12 FTE (up to 180 hours per academic year)

IOE, UCL's Faculty of Education and Society

Department of Leadership and Learning

Location: Bloomsbury, London

These posts are open to current registered UCL Post Graduate Research Students only

Reports to:

In undertaking these responsibilities you will be responsible to the PGTA Lead and AHLT.

Main purpose of the job

The purpose of this job is to support teaching and learning in our undergraduate and graduate programmes in Early Years/primary education, Literacy and Educational Leadership, working with the academic programme, module leads, and tutors through the delivery of small group teaching for students taking modules in the Department of Learning & Leadership (DLL).

Main duties of the post are tutorial class teaching, regular meetings with the module leaders and course tutors, provision of feedback to students, provision of weekly office hours, attendance reporting, coursework assessment and examination marking.

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

Professional Development in Teaching

In these roles, you will:

- Receive appropriate support in developing your teaching practice and will receive mentoring and departmental guidance in relation to your seminar support role.
- Be required to attend an introductory, three-hour UCL Arena One Gateway Workshop.
- Be required to attend a departmental induction meeting and once termly meetings with PGTA lead.
- Receive guidance relating to small group facilitation, assessment and giving feedback. You will also have the option of attending an extended course, the UCL Arena One Teaching Associate Programme, and then submitting an application for an Associate Fellowship of the Higher Education Academy.
- Be subject to UCL's current arrangements for peer observation of facilitating seminars.
- Be monitored to ensure that you have adequate time to pursue research and not be overburdened with facilitation responsibilities which would be likely to limit your capacity to complete a thesis in the due time.

Duties and responsibilities

- Act as a main point of contact for tutorial class teaching for one or more courses
- 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.
- Teaching of methods and skills and material that students find particularly challenging in lectures; this may include the presentation of model answers, demonstrating techniques and participating in field trips.
- Marking student assessments, generating and providing detailed feedback for students. 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 administrative office in a timely manner;
- To generate and deliver formative feedback directly to students
- Attendance in lectures for the courses taught (can be waived at discretion of lecturer, for example, if it is a course taught in previous years);
- Participation in regular meetings with the course lecturer to discuss arising issues and problems;
- Participate in the module delivery team assisting the module lead in the collection and review of module feedback
- Involvement in ad hoc meetings organized by Lecturers or the PGTA Administrator/Representative;
- To uphold confidentiality in regards to students records and marks;

- To engage with all training required to support the role.
- To liaise with programme teams to plan teaching schedule in line with the UCL PGTA code of practice.

In addition, the post holder will be expected:

To actively follow and promote UCL policies, including Equal Opportunities and Race Equality policies.

The staff member will have a responsibility to carry out their duties in a way that embodies UCL's environmental and social sustainability values, actively supporting UCL's Sustainability Strategy, policies and objectives within the remit of their role.

To maintain an awareness and observation of fire and health and safety regulations.

To carry out any other duties commensurate with the grade and purpose of the post.

The successful candidate will need to meet UCL's expectations of core behaviours as outlined in <https://www.ucl.ac.uk/human-resources/policies-advice/core-behaviours-framework>

As duties and responsibilities change the job description will be reviewed and amended in consultation with the post holder.

June 2024

Person Specification

Criteria		Assessment method (Application/Interview)
Essential criteria		
1	Educated to Masters degree level (or having equivalent experience), in an Education related field;	Application/Interview
2	Working towards a PhD (on completion of the PhD, you will no longer be eligible to participate in this PGTA scheme) in an Education related field	Application/Interview
3	High level of literacy and numeracy	Application/Interview
4	Excellent working knowledge of MS Office software including Word, Excel, email, the internet, Moodle (or similar VLE)	Application/Interview
5	Specialist skills appropriate to the course taught	Application/Interview
6	Excellent organizational and time management skills	Application/Interview
7	Ability to be flexible and to respond to changing priorities in a busy environment	Application/Interview
8	Ability to work independently for short periods and as part of a team, recognising when advice / input needs to be sought	Application/Interview
9	A high level of accuracy and a keen attention to detail	Application/Interview
10	Knowledge and experience of group facilitation and interactive methods.	Application/Interview
11	An enthusiasm for teaching	Application/Interview
12	Excellent people skills and the ability to build good relationships with colleagues and external partners	Application/Interview
13	Commitment to UCL's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds	Application/Interview

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