



Job Description

Postgraduate Teaching Assistants

Grade: 6 - Appointments will be made on the Grade 6 pay scale which ranges from £18.18 to £21.01 per hour (including London Allowance). Appointments are normally made at the start of the scale, with incremental progression following reappointment in subsequent years.

Department: UCL Centre for Advanced Spatial Analysis

Location: London

Reports to

Module Leaders

Context

The Centre for Advanced Spatial Analysis is offering a range of teaching opportunities for postgraduate research students to assist on its Masters' level courses as Post Graduate Teaching Assistants.

Both full and part time students are eligible to apply. Each shortlisted candidate's research supervisor will be asked to provide a short reference outlining the student's research progress and their suitability to take on this extra commitment.

Students may apply to assist on any of the modules, and only one application is required.

Please complete the attached application form and send it along with your CV to Sandra Starosta [s.starosta@ucl.ac.uk] by 4th September 2024.

Unfilled vacancies will continue to be advertised thereafter.

The appointments will be made on UCL's salary structure at grade 6. Post holders will be paid for teaching preparation time and three hours of mandatory training, UCL Arena One Gateway Workshop.

More information is available at: <https://www.ucl.ac.uk/teaching-learning/professional-development/arena-one>

Duration:

These appointments will be made on a fixed term basis. Applicants will be required to reapply to the scheme in future academic years.

Hours per week:

Hours of work vary across modules. PGTAs will be paid for training, preparation time, attending lectures and meetings, office hours and marking. The estimated total teaching hours across each module is listed below. Payments will be spread evenly for the duration of each module and a separate record of hours worked will need to be kept and reviewed by the module leader on a monthly basis. All applicants will need to show evidence of their right to work before starting any work. Student Visa holders must work within the guidelines specified in the terms set by The Home Office.

Duties and responsibilities**Generic Duties and Responsibilities**

Post holders can be expected to take on some or all of the following duties:

- To assist module coordinators, and programme directors in delivering and developing course material as designated by the Director of School in the unit/module where candidates are allocated.
- To mentor students in designated areas of the candidate's expertise.
- Regular meetings with the module coordinator or programme director to discuss any issues and problems arising.
- To uphold confidentiality in regards to student records, marks and extenuating circumstances and any other personally sensitive issues such as medical or other referrals.
- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.
- The post holder will carry out any other duties that are within the scope, spirit and purpose of the job as requested by the line manager or Director of School.
- The post holder will actively follow UCL policies including Equal Opportunities and Race Equality policies.
- The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

Each post is unique and the duties will vary depending on arrangements of teaching in each module.

Additional duties, in the spirit of the PGTA post, may include:

- Leading a student seminar or workshop
- Essay or coursework marking
- Offering students formative verbal or written feedback
- Holding office hours
- Offering administrative support
- Accompanying teaching staff and students on field trips

General

- Follow and actively promote the UCL [Ways of Working](#).
- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- This job description may be reviewed and be subject to amendment in consultation with the post holder.

Additional Information

- Postgraduate Teaching Assistantships offer students a valuable introduction to university teaching. For postgraduate research students, teaching is considered as part of the skills audit within the research student log and training credit should be recorded for each duty undertaken.
- 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 teaching loads or timetables.
- PGTAs are expected to follow directions and report directly to the unit/module instructor and/or programme coordinator.

Vacancies are available in the following modules:

Term 1

CASA0016 – Make Design Build (90 hours)

- Good knowledge of Internet of Things, Arduino and basic electronics.
- Happy to help students solder, make circuits and 3D print objects.
- Competence in writing and interest in helping students document work using GitHub.
- Interest in assessing students' work in progress (via crits) and providing constructive feedback

Term 2

CASA0023 – Remotely Sensing Cities and Environments (90 hours)

- Experience with R and Quarto
- Familiarity with Google Earth Engine and Earth Observation data
- Ability to troubleshoot problems

Person Specification

Essential Criteria
Working towards a postgraduate research degree (PhD/EngD).
A desire to gain teaching experience in a built environment discipline.
Disciplinary knowledge and, if applicable, specialist skills of the subject area of the programme/unit/module.
Ability to communicate clearly, both orally and in writing, with students and staff.
Excellent organisational and time-management skills.
Ability to be flexible in terms of research workload and other commitments.
Ability to work independently for short periods and as part of a team, recognising when advice / input needs to be sought.
Available for the three hour mandatory UCL Arena One Gateway Workshop, if not previously attended.
Commitment to UCL's policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and backgrounds.
The ability to meet deadlines
Desirable Criteria
Knowledge and experience of Moodle (virtual learning environment).