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| Job Description |  |
| Postgraduate Teaching Assistant (PGTA) | Grade: Grade 6 (currently starting at £18.18 p/h) |
| Department: Anthropology | Location: Bloomsbury and UCL East |

#### Reports to:

**LONDON’S GLOBAL UNIVERSITY**

Module Lead

#### Context

The [Department of Anthropology at UCL](https://www.ucl.ac.uk/anthropology/ucl-anthropology) wishes to make a number of appointments for Postgraduate Teaching Assistants for the 2024/25 academic year.

#### Main purpose of the job

PGTAs 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 the department.

The main duties of the post are tutorial class teaching, regular meetings with the module lead, 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 be present on the Bloomsbury campus during the terms for which teaching is allocated and during the assessment period as required.

#### Duties and responsibilities:

* Act as a main point of contact for tutorial class teaching for one or more modules;
* 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.
* Deliver synchronous teaching e.g. Tutorials / Seminars/ Discussion Groups by teaching of methods and skills and material that students found 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;
* Monitor student progress, achievement and attendance returning data to the Education Team in a timely manner;
* Generate and deliver formative feedback directly to students;
* Undertake an office hour for student enquiries for each module taught during term time.
* Marking duties may take place after teaching finishes, and in particular examination marking duties may continue into term 3. PGTAs will may therefore need to be be available during the exam period which is typically from end of April to end of June;
* Attendance in lectures for the modules taught (can be waived at discretion of module lead, for example, if the PGTA has taught the module in previous years);
* Participate in regular meetings with the module lead 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 organised by Module Leads or other departmental staff;
* Actively follow and promote UCL policies, including Equal Opportunities;
* Uphold confidentiality in regards to students records and marks;
* Engage with all training required to support the role.

#### Additional information

* PGTA roles are dependent on student numbers. In the event there are insufficient numbers of students enrolling, such that the work is not required and / or there is a reduced need, PGTAs will be notified of this as soon as possible. If work is withdrawn on this basis, there is no entitlement to be paid for work not yet undertaken.
* PGTAs are expected to fund their own travel to and from UCL for teaching.

# Person specification

| Criteria | Essential or Desirable |
| --- | --- |
| **Qualifications, experience and knowledge** |  |
| Educated to Masters degree level (or having equivalent experience), in an Anthropology related field | E |
| Working towards a relevant postgraduate research degree (PhD) | E |
| High level of literacy and numeracy | E |
| Specialist skills appropriate to the module 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 organisational 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 keen attention to detail | E |
| Ability to tutor and support students on Anthropology modules | D |
| **Personal attributes** |  |
| Excellent people skills and the ability to build good relationships with colleagues and external partners | E |
| An enthusiasm for teaching | E |
| Student focused, with a helpful and proactive attitude, along with an understanding of the challenges facing students | E |
| A commitment to personal professional development | E |
| Commitment to UCL’s policy of equal opportunities and the ability to work harmoniously with colleagues and students of all cultures and backgrounds | E |

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