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| Job Description |  |
| Postgraduate Teaching Assistant (PGTA) | Grade: Grade 6 |
| Department: UCL Urban Laboratory, European & International Social & Political Studies | Location: London (Bloomsbury) |

#### Reports to:

**LONDON’S GLOBAL UNIVERSITY**

Module Convenor

#### Context

UCL Urban Laboratory is seeking an appointment for part-time Postgraduate Teaching Assistants for four [EISPS modules](https://www.ucl.ac.uk/european-international-social-political-studies/eisps-list-modules-2024-25) for the 24/25 academic year to start 15 September

#### Main purpose of the job

The purpose of this job is to support teaching and learning in EISPS modules, working with the module lead through the delivery of small group teaching for undergraduate students.

Indicative duties of the post are tutorial class teaching, seminar teaching support, regular meetings with the module convenor, co-ordination of feedback to students, attendance reporting, support with coursework assessment.

#### Duties and responsibilities:

* Act as a main point of contact for tutorial support for one or more courses; ESPS0032, ESPS0045, ESPS0047, ESPS0049
* Design and prepare teaching material within the overall module framework, this will involve proactively planning delivery of teaching, generating material for tutorials.
* Providing additional teaching on material that students found particularly challenging in lectures/seminars, and support with reading/writing
* Participating in field trips/site visits as appropriate.
* 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 generate and deliver formative feedback directly to students.
* To monitor student progress, achievement and attendance returning data to the Teaching and Learning Administrator in a timely manner;
* Attendance in lectures/seminars for the relevant modules.
* Participation in regular meetings with the module convenor to discuss arising issues.
* assisting the module convenor in the collection and review of continuous module feedback
* To actively follow and promote UCL policies, including Equal Opportunities.
* To uphold confidentiality in regards to students records and marks.

For any questions, please email Ala’a Shehabi a.shehabi@ucl.ac.uk

# Person specification

| Criteria | Essential or Desirable |
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| **Qualifications, experience and knowledge** |  |
| Educated to Masters degree level (or having equivalent experience), in one and preferably two of the following: Political Science, Area Studies: Middle East/Global South, Decolonial theory, Critical Race Theory, Political Economy, Racial Capitalism | E |
| Working towards a relevant postgraduate degree (PhD) and preferably having already upgraded from MPhil to PhD candidate status | 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 modules taught: Racial Capitalism or Middle East Studies or Global South contexts | | 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 |
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| **Personal attributes** |  |
| Excellent interpersonal skills and the ability to build good relationships with colleagues and external partners | E |
| An enthusiasm for teaching  Willingness to expand skills and teaching experience, especially in relation to online and collaborative teaching practices | E  E |

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# Apply

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| To apply for this position visit:ucl.ac.uk/jobs |