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| Job Description |  |
| Senior Post Graduate Teaching Assistant in Comparative Politics | Grade: 6 |
| Department: Political Science | Location: Bloomsbury |

#### Reports to

**LONDON’S GLOBAL UNIVERSITY**

Dr Ruxandra Serban

#### Context

**UCL Department of Political Science**The Department of Political Science wishes to appoint a Senior Postgraduate Teaching Assistant in Comparative Politics for the 2024-25 academic year**.**

Founded in 2005, the Department of Political Science has quickly established itself as a leading international centre for political research. It was ranked fifth in the UK in the 2014 Research Excellence Framework and second when proportion of research active staff was taken into account. It offers a uniquely stimulating environment for the study of all fields of politics, including international relations, political theory, comparative politics as well as public policy and public management.

UCL has a commitment to promoting global citizenship and leadership, and the School of Public Policy acts as a bridge between UCL's world-class research and the policy-making community in Britain and internationally. As well as the Department it contains the UK’s main research centre devoted to constitutional matters, the Constitution Unit and is the host department of the Global Governance Institute and the UCL Centre on US Politics.

The School of Public Policy runs a range of postgraduate and undergraduate programmes: details can be found at <http://www.ucl.ac.uk/political-science/teaching/masters> and <https://www.ucl.ac.uk/political-science/study/undergraduate>

The School collaborates in teaching with other departments in UCL, including Economics, Geography, Laws, Philosophy, Centre for European Studies and the School for Slavonic and Eastern European Studies.

In recent years, the Department of Political Science has also made a growing contribution to undergraduate teaching. A BSc degree in Philosophy, Politics and Economics started in 2015, aiming to provide a breadth and depth in the understanding of social and political phenomena with a specialist interest in Public Policy, and a BSc degree in Politics and International Relations started in 2019, aiming to address theories and issues of global concern. The Department’s affiliate programme currently consists of some 10 options and contributes a Politics Pathway to the European Social and Political Studies degree.

In any one year there are some 480 masters students, 500 undergraduate students, 50 affiliate students, and some 25 doctoral (PhD) students.

#### Main purpose of the job

The purpose of this job is to 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 Political Science Department.

Main duties of the post include being the seminar leader for seminar/s each week. Expect to generate weekly workshops, provide demonstrations, facilitate discussion, and answer questions for material presented in lecture. The Senior PGTA will be expected to first and/or second mark assignments, exam and essay scripts (in line with the department’s procedures, at the appropriate times during the academic session) and are expected to attend the weekly lecture given by the course tutor and be available for office hours each week as required.

Please find module below that we are looking for Senior PGTA in:

* [**POLS0002 - Democracy and Authoritarianism**](https://www.ucl.ac.uk/module-catalogue/modules/democracy-authoritarianism-POLS0002)  **Term 1**

**Democracy and Authoritarianism**

**Term One Lecture and Seminar Tuesdays**

This module is an introduction to comparative politics: the study of domestic politics in different countries. Comparative politics emphasises the similarities and differences between states' political systems, both as important content about how politics is conducted around the world, and as a method for understanding general political processes. The module will cover formal political institutions and aspects of civil society, public attitudes and political culture, and how they interact to produce political and policy outcomes. Institutional topics include the nature of states and their development, democracy and dictatorship, and variation in democratic institutions and decision-making processes.

The staff member has a responsibility to carry out their duties in a resource efficient way and actively support UCL’s Sustainability Strategy, policies and objectives within the remit of their role

We encourage applications from those who are underrepresented in the sector and at UCL including but, not exclusive, disabled, D/deaf and neurodiverse people, LGBTQ+ people, people from Black, Asian and ethnic minority backgrounds, especially women.

#### Duties and responsibilities

Specific teaching duties will include:

* Seminar leader for seminars on designated weeks. Each seminar class will comprise up to 20 students and the seminar leader will be expected to generate weekly workshops, provide demonstrations, facilitate discussion, and answer questions for material presented in the lecture. The number of seminars to be led may vary and will be confirmed at the start of the spring term.
* First and second marking of assignments (in line with the department’s procedures, at the appropriate times during the academic session).
* The 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.
* 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
* Attending the weekly lecture given by the course tutor and be available for office hours each week.
* 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;
* May be required to supervise or support Grade 5 PGTA’s.
* 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.

The above is not an exhaustive list of responsibilities but covers the main components of the role. The post holder may be asked to carry out other specific tasks and duties as required by Programme Director or the Head of Department.

# Person Specification

| **Criteria** | **Essential or Desirable** | **Assessment method****(Application/Interview)** |
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| **Qualifications, experience and knowledge** |  |  |
| Educated to the Master degree level in the relevant field of the module being taught | **Essential** | **Application/Interview** |
| A current PhD student in a relevant discipline | **Essential** | **Application** |
| Previous experience teaching a similar module at university | **Desirable** | **Application/Interview** |
| **Skills and abilities** |  |  |
| Ability to communicate clearly both orally and in writing, with students, academic and administrative staff at all levels | **Essential** | **Application/Interview** |
| Excellent organisational and time management skills | **Essential** | **Application/Interview** |
| Ability to explain course material clearly to students | **Essential** | **Application/Interview** |
| **UCL Ways of Working** |  |  |
| Having a positive and helpful approach to work. | **Essential** | **Application/Interview** |
| Innovating and sharing with new ways to work efficiently. | **Essential** | **Application/Interview** |
| Working methodically, prioritising and managing tasks. | **Essential** | **Application/Interview** |

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# Apply

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| To apply for this position please submit a CV and cover letter including modules you would like to teach and email to polsci.staffing@ucl.ac.uk  |