



## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder. The description of the duties and responsibilities reflect the post at the time it was drawn up, the details of which may change over time without changing the general character and purpose of the post or the level of responsibility encompassed.

**Job title: Assistant Professor (Education) in Mathematics**

**Department:** Mathematics

**Accountable to:** Head of Department

### Job Summary

Based in the Department of Mathematics, the post holder will have a track record of excellent teaching and commitment to education, and expertise and interest in computer use and programming, preferably in an educational context.

The role entails course level leadership of teaching, administration, assessment and support to students on courses in mathematics, with an emphasis on courses involving computer programming, and initiative and support to other faculty for enhanced and innovative use of computation in their courses.

The post holder will also act as Departmental Tutor for undergraduates and so will play a central role in providing academic and pastoral support to students in their course choices and planning of their studies. The Departmental Tutor advises on degree and examination regulations, refers students to the central School Student Services for administrative and serious pastoral needs as appropriate (including to specialist mental health advisers, for example), and co-ordinates students' Academic Advisors.

The post is an Education Career Track role and focused on education. It carries in the region of 200 contact (teaching and course administration) hours a year, with a lighter load in the first year.

The post holder will be expected to deliver a strong contribution to departmental educational, administrative and collegial activities.

### Range of Academic Activities and Responsibilities at Assistant Professorial Level at LSE

Note: **Assistant Professor (Education)** posts will involve many, though not necessarily all, of the following activities and responsibilities:

#### Course teaching

- Contribute to the intellectual life of the School by engaging in outstanding quality core or specialist teaching
- Liaise with colleagues within the Department to ensure that courses make a coordinated contribution to the Department's degree programmes



- Design coherent, outcomes-based teaching and learning that responds to the particular challenges of the courses
- Production and management of high quality learning resources
- Support student learning through the effective use of technology
- Take responsibility for the quality of teaching delivered and as necessary seek further training, guidance and skills development to ensure that standards are maintained and improved
- Lead on the monitoring and enhancement of the quality of the teaching on courses and the development of its teaching staff. The post holder is expected to liaise with the departmental manager, relevant programme managers, the LSE-central Eden Centre for learning, and other relevant central departments (such as IT services)
- Coordinate academic advising on courses, including holding course-level weekly office hours during term-time
- Communicate effectively with the student cohort, promoting clear information about courses and resolving student queries
- If appropriate to the role's responsibilities (e.g. as regards computer programming), deliver lectures and/or classes for other courses as required

#### **Course assessment**

- Design appropriate assessment for courses, where this develops knowledge and skills appropriate to student progression
- Coordinate formative and summative assessment processes, including assignment setting; communication with students; academic skills development in line with the assessment tasks; allocation of marking; marking and assessment; evaluation of feedback provision; follow up based on overall student achievement on assignments; annual evaluation of the assessment plan's fitness for purpose on the basis of student achievement
- Act as lead examiner for courses, including the preparation of all examination material, marking exams and liaison with the external examiner
- Attend all examination meetings as required by the Chair of the examination sub-board

#### **Course-level leadership**

- Develop innovative and attractive courses, shaping and influencing curriculum development and actively contributing to the review of courses in accordance with departmental strategy and changing disciplinary teaching practice
- Lead the review and monitoring of course syllabi, teaching materials, resources and content as part of the Department's and the School's on-going commitment to improving teaching

#### **Course management**

- Monitor class/seminar sign up process and deal with any matters arising
- Attend course-level meetings, committees (e.g. Staff-Student Liason Committees)
- Meet and oversee the progress of underperforming students and deal with issues arising through liaison with academic advisers

#### **Departmental contribution**

- The post holder is expected to acquire a comprehensive understanding of School regulations and procedures and of the Department's programmes and teaching. Key responsibilities include:
  - Offer academic guidance and feedback on students' progress and performance and



- be available to discuss any academic problems they may experience.
- Advise on degree requirements, course content and prerequisites.
- Manage student requests for transfers between programmes, course changes and class allocation (timetabling) changes.
- Maintain regular contact with students on academic and pastoral issues through direct one-to-one meetings and other means of communication, such as emails.
- Comment on and provide a general assessment of a student's progress on their termly class reports and inform the School of any students whose attendance and progress is not satisfactory.
- Make a significant contribution to student recruitment, widening participation and student support initiatives,
- Share experience, liaising and networking both with colleagues and with the Academic Registrar's Division (ARD), the Teaching and Learning Committee, and other central units.
- Work co-operatively with academic staff on all teaching and education related matters, as appropriate to the role
- Foster departmental collegiality and fulfil obligations to the Head of Department and colleagues, in particular, those related to developing disciplinary and interdisciplinary teaching within the department
- Contribute to departmental responsibilities for International Programme and Summer School courses

#### **Development**

- Keep up to date with new developments in modern mathematical education software tools and technologies
- Engage in (inter)disciplinary, professional and educational research and / or development / publication of educational materials / textbooks as required to support the department's teaching activities, emphasising reflective pedagogy as appropriate
- Extend, transform and apply knowledge from external activities to teaching
- Benchmark the course, and wider departmental provision, against that of peer departments in order to inform course review and departmental strategy

#### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

#### **Equality and Diversity**

LSE believes that equality for all is a basic human right. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation.

#### **Ethics Code**

Post holders are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with its principles. As such post holders are required to read and familiarise themselves with the Ethics Code. The School's Effective Behaviours Framework ([click here](#)) is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate.

#### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.



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