



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.

Job title: Course Tutor in City Design and Social Science

Department: Sociology (Cities Programme)

Accountable to: Cities Programme Directors & Head of Department

Job Summary

The Course Tutor in the MSc City Design and Social Science provides teaching that connects design to the social and spatial life of cities and combines design and social science pedagogy. Teaching will involve lecture and seminars in theory modules; team teaching in studio; an international field trip; and independent project supervision.

Duties and Responsibilities

Teaching

- Contributing to the scholarship and intellectual life of the School by conducting teaching which will enhance the School's high reputation as a research-led teaching institution.
- Acting as module co-leader on SO451 'City Design and Social Science', a specialist module with a lecture-seminar format, sharing responsibility for the delivery of the module. Over a ten-week period weekly lectures are followed by seminars.
- Working within a team-taught core course on SO448 'City Design and Social Science Research Studio', shaping and influencing curriculum development and innovations in teaching practice. This comprises a London-based research project over fifteen weeks, involving weekly seminars and student tutorials shared by the teaching staff. It also comprises an international fieldtrip, which requires course tutor presence.
- Being part of a teaching team to supervise a selected number of students in developing their independent projects over the seven weeks of the summer term.
- Teaching and examining masters level students.
- Acting as academic adviser and providing pastoral care.
- Acting as an examiner for classes, including the preparation of examination material and marking exams. Attending examination meetings as required by the Chair of the examination sub-board.
- Holding weekly office hours during term-time (at least 1 per week) and identifying learning needs of students and define appropriate learning objectives.
- Liaising with course lecturers with regards to lecturing, teaching and examining the courses.
- Taking 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.
- To review and monitor the course syllabus and content for classes as part of the department and the School's ongoing commitment to improving teaching in its service level courses.
- Supervising Graduate Teaching Assistants and/or LSE Fellows assisting on courses, including organising and delegating their work.



Course Administration

- To accept pastoral responsibility for MSc City Design and Social Science masters students while they are registered in the Department.
- To be responsible for the orientation arrangements for masters students in the MSc in City Design and Social Science.
- To oversee the course registration process and work to resolve any matters arising.
- To be responsible for the allocation of academic advisers pre-session.
- To deal with arising issues from academic adviser-advisee relationships once session has commenced.
- To have responsibility for dissertations and their weekly seminars.
- To be responsible for organising the appropriate course committees at masters level and its meetings.
- To meet and oversee the progress of underperforming students and to deal with arising progress issues in liaison with academic advisers.
- To liaise with the Cities Programme Directors and where necessary the Head of Department and/or the Deputy Head of Department about masters teaching needs.

Scholarship

- Engaging in subject, professional and pedagogy research as required to support teaching activities.
- Extending, transforming and applying knowledge acquired from external activities to teaching.
- Conducting individual or scholarly projects.

Activities relating to departmental administration and management and/or School wide service

- Playing a pro-active role in student recruitment and widening participation initiatives.
- Fostering departmental collegiality and fulfilling obligations to the Head of Department and colleagues.
- Playing a constructive role in the life of the department and contributing to the work of the School overall as needed, e.g. through attendance at departmental meetings, membership of departmental and School committees etc.
- Engaging with external institutions, organisations and the wider community to support research, teaching and School strategic objectives.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. 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 identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and 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 the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

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.