



## 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:** *BJS Fellow in Human Rights (Band 6)*

**Department/Division:** Sociology

**Accountable to:** Head of Department

### Job Summary

The appointed person will contribute to the teaching and administrative duties of the Sociology Department's MSc Human Rights and other activities associated with LSE Human Rights. You will maintain and develop your own research profile and contribute to the Department's research seminars and meetings.

### Duties and Responsibilities

- Contributing to the scholarship and intellectual life of the School by conducting teaching and research which will enhance the School's reputation as a research-led teaching institution, with appropriate mentoring from the Department.
- Have responsibility, as part of the MSc Human Rights teaching team, to: develop and deliver core seminar and (if required) lecture teaching on SO424 Approaches to Human Rights; to develop and deliver dissertation teaching on the MSc Human Rights, including dissertation workshops and individual dissertation supervision; to undertake examination and assessed coursework marking; and deliver appropriate pastoral care to assigned students on the MSc Human Rights.
- Supervising, teaching and examining masters level students through lectures, seminars, course work and tutorials, as requested by the Head of Department.
- Identifying learning needs of students; helping to define learning objectives and to provide appropriate support.
- Acting as a personal tutor and providing pastoral care for MSc Human Rights students.
- Supervising personal tutees for their end of year dissertation, participating in dissertation workshops throughout the year and referring supervisees to expert advisors where appropriate.
- Holding regular office hours for students on the course (at least 2 hours per week).
- Providing formative and summative feedback on assessments.
- Undertaking examination-related duties, such as exam and dissertation marking, as required.
- Participating in regular teaching meetings, with academics and administrators involved in the course, with appropriate mentoring.
- Managing academic administration arising from teaching responsibilities – e.g. class preparation and marking, with guidance as required.
- Ensure quality of teaching delivered and as necessary seeking further training, guidance and skills development to ensure that teaching quality standards are maintained and improved.



- Undertake administrative and pastoral responsibility for MSc Human Rights students while they are registered in the Department.
- Deal with issues arising from academic adviser-advisee relationship.
- Engage, as part of a team, in relevant aspects of MSc Human Rights programme administration, including updating online information on Moodle, LSE for You and staff and research webpages, and responding to requests and queries.
- Undertake liaison with the MSc Human Rights Programme Director and the Head of Department about teaching needs.
- Organise Masterclasses for MSc Human Rights students in liaison with the MSc Human Rights Programme Director.
- Coordinate the internal and external human rights PhD network in liaison with the LSE Human Rights Manager and the Universities of Essex and Cambridge.
- Have a developing record of high quality publications that will contribute to the Department's research profile in politics and human rights or related areas.
- Develop research activities and collaborations in the Department and LSE Human Rights and more widely, for example through organizing research groups and collaborations, planning and coordinating regular research seminars and other events.
- Engage in subject, professional and pedagogy research as required to support teaching activities.
- Conduct individual research or scholarly projects.
- Engage actively in Department and LSE Human Rights public and other events and activities, including planning and coordinating public and academic events in liaison with the Head of Department or as part of a team.
- Play a pro-active role in student recruitment and in widening participation.
- Foster collegiality and positive working relations in the Department and fulfilling obligations to the Head of Department and colleagues.
- Play a constructive role in the life of the Department through participation in departmental and LSE Human Rights meetings.
- Engage with external institutions, organizations and the wider community to support research, teaching and School strategic objectives.

#### **Note**

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

#### **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**

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).



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**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.