

# 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: LSE Fellow (Band 6)**

**Department/Division: LSE100: The LSE Course**

**Accountable to: Director of LSE100**

## **Job Summary:**

LSE100 is an innovative interdisciplinary course that is compulsory for all undergraduates. The aims of the course are twofold: to enhance students' understanding of the methodologies of the social sciences, focusing on the core concepts of evidence, explanation and abstraction, and to strengthen their critical thinking, research and communication skills.

The main duties of LSE Fellows for LSE100 are (i) to contribute to the effectiveness of the LSE100 teaching team and to promote the aims and vision of the course, including in events for external and internal stakeholders; (ii) to mentor and support the Class Teachers for the course; (iii) to take shared responsibility for the development and provision of course materials for one or more of the course modules; (iv) to provide specialised student support in skill development, focusing especially on writing and presentation skills; (v) to teach weekly classes; (vi) to provide feedback to students in office hours and one-to-one feedback sessions; and (vii) to contribute to the development and implementation of LSE100 through leadership of special projects (e.g., EDI, Green Impact, planning career development days for the team, etc.). Appointments will normally be at 1.0 FTE and will include time for research. Additionally, Fellows receive stipends to support travel to conferences and other research-related work.

As the course is interdisciplinary, Fellows must be comfortable drawing on their own areas of expertise as well as working outside the parameters of their own disciplines. In addition to teaching and working directly with students in office hours and specialised skills development sessions (e.g., Writing Lab), LSE Fellows for LSE100 design five-week interdisciplinary modules that are taken by all LSE undergraduates. As part of this, Fellows create detailed class plans, develop teaching materials for students and teachers, leading teacher training sessions, and mentor class teachers. The unusual nature of the course requires Fellows who are enthusiastic about the course aims, able to respond creatively to the challenges of teaching on the course, and able to deliver the course materials in a thoughtful and engaging manner. The nature of this work is highly collaborative and requires team-working skills, flexibility and a commitment to research-led teaching.

## **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.

Teaching and examining undergraduate students through seminars, course work and tutorials (both online and in person). Delivering interactive, task-based teaching to classes of 36 students.

Delivering pair-based team teaching, acting as the lead teacher for delivery of some seminars and as the support teacher for others.

Taking shared responsibility for the development and provision of course materials for one or more course modules, including designing classes and assessments, selecting readings and resources, creating guidance notes for teachers, leading training sessions for the teaching team, and carrying out other aspects of course delivery.

Contributing to the virtual learning environment (Moodle) by providing relevant materials to support lecture content and skill development, providing on-line support around course topics (e.g., through discussion forums for teachers and students), and facilitating access to teaching and learning materials.

Identifying learning needs of students; helping to define learning objectives and to provide appropriate support. Engage all students in the class to ensure active participation and learning.

Providing specialised writing support sessions as part of the LSE100 Writing Lab, and being available to meet with students by appointment.

Acting as a first point of contact for Class Teachers, including by mentoring 2-3 teachers, monitoring mentees' teaching performance, holding regular one-to-one meetings to provide feedback, and supporting them in using the teaching materials and delivering LSE100.

Holding regular office hours for students on the course (at least 2 hours per week).

Marking and providing formative and summative feedback on assessments to both groups and individuals, using methods including written and recorded audio feedback.

Acting as a moderator of other teachers' assessments, including by working with designated teachers to ensure standardisation in marking across the course, as well as to support skills development and application of best practices in provision of feedback to students.

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, recording student class attendance, and writing a short end-of-term report for each student.

Contributing to development and delivery of LSE100 by taking the lead on core projects for LSE100 (e.g., assessment, gender and equalities mainstreaming, Green Impact, communications, etc.)

Assisting in the promotion and operation of the Course by, for example, representing the course in events with internal and external stakeholders (e.g., departmental inductions, School open days, and academic conferences).

#### **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**

LSE believes that equality for all is a basic human right. We actively encourage 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, religion or belief, sex and sexual orientation.

#### **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.