



## 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) (Fixed term 13 months)**

**Department/Division: Department of Media & Communications**  
**Accountable to: Head of Department**

### Job Summary

You will contribute to the core teaching of the Department and in addition to lecturing and class/seminar teaching, you will act as Academic Adviser to MSc students and supervise their dissertations. You will be expected to make an active contribution to the research culture of the Department. You will also be asked to undertake administrative tasks in the Department or School.

### 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.
- Supervising, teaching and examining masters level students through lectures, seminars, coursework and office hours.
- Teaching and examining masters level students, in particular, contributing to our core course MC4M1/M2 Methods of Research in Media and Communications course and/or core and optional courses on the MSc Media & Communications (Media & Communication Governance). Identifying learning needs of students; helping to define learning objectives and to provide appropriate support.
- Acting as a personal tutor and providing pastoral care.
- 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 (at least 2 hours per week).
- Providing formative and summative feedback on assessments.
- Undertaking examination-related duties, such as coursework, exam and dissertation marking, as required.
- Participating in regular teaching meetings, with academics and administrators, with appropriate mentoring.
- Managing academic administration arising from teaching responsibilities – e.g. class preparation and marking, with guidance as required.
- Attending and participating in departmental meetings.
- Acting as a member of departmental, inter-departmental or School committees, e.g. exam boards and sub-boards.
- Conducting research into complex problems, ideas, concepts or theories and applying appropriate methodologies.
- Developing and carrying forward a coherent research strategy in the discipline.
- Presenting research and giving invited papers at national and international 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**

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](#).

**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.