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 in Media, Communication and Development

Department: Media and Communications **Accountable to:** Head of Department

Job Summary

You will contribute to the core teaching of the Master's in Media, Communication and Development, as well as other department theories and methods courses, and in addition to lecture and seminar teaching, you will act as Academic Mentor to MSc students and supervise their dissertations. You will be expected to contribute to the research culture of the Department and you will be asked to undertake administrative tasks in the Department.

Duties and Responsibilities

Teaching

- 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.
- Teaching and examining masters level students through lectures, seminars, course work and exams and supervising Master's dissertations, including participating in dissertation workshops and referring supervisees to expert advisers where appropriate.
- Identifying learning needs of students; helping to define learning objectives and to provide appropriate support.
- Acting as Academic Mentor and providing pastoral care with a particular emphasis on issues of gender, race, decoloniality, equality and diversity.
- Holding regular office hours for students (3 hours per week in term time).
- Providing formative and summative feedback on assessments.
- Undertaking assessment-related duties, such formative and summative assessment marking, as required.
- Participating in regular teaching meetings with academics and professional services staff involved in courses, with appropriate mentoring.
- Managing academic administration arising from teaching responsibilities. e.g. class preparation and marking, with guidance as required.

Research

- Conducting critical research into problems in the Media, Communication and Development field.
- Developing a coherent research strategy in the interdisciplinary Media and Communications field.
- Presenting papers at national and international conferences.

Management and administration and/or School-wide Service

- Fostering departmental collegiality and fulfilling individual responsibilities as set out by the Head of Department and/or other senior colleagues.
- Actively contributing to the intellectual life of the Department and/or of the School, e.g. attending and participating in Department meetings, joining department working groups, or acting as a member of departmental, inter-departmental or School committees, e.g. Department Exam Sub-board.
- Liaising with central and Departmental professional service staff to resolve issues concerning courses, programmes, student welfare, etc.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies 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 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.