



## Job Description: LSE Fellow

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 Department, in consultation with the postholder.

**Job title:** LSE Fellow

**Department:** Department of Social Policy

**Accountable to:** Head of Department

### Job summary:

The post holder will contribute to the scholarship and intellectual life of the Department and LSE by conducting teaching and research which will enhance the School's reputation as a research-led teaching institution. With appropriate mentoring from the Department, the post holder will help improve our students' educational experience whilst gaining excellent teaching experience and developing their own research career.

### Duties and responsibilities

- Delivering high-quality teaching (lectures and seminars) to undergraduate and postgraduate students, face-to-face and online.
- Identifying the learning needs of students, defining appropriate learning objectives and providing them with appropriate support.
- Preparing, marking and providing feedback on formative and summative work, including coursework, exam papers and dissertations.
- Participating in regular teaching meetings with academic and professional services staff.
- Working closely with professional services staff to ensure the smooth running of all aspects of teaching and assessment.
- Holding regular Advice & Feedback (Office) hours.
- Acting as an academic advisor (mentor), including with regard to dissertation writing, and providing pastoral care.
- Organising and participating in activities to enhance the students' development of their individual research projects (dissertations).
- Developing a research programme and publication record - e.g. through publication(s) arising from the PhD or post-doctoral research.

**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.