



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 post holder. The description of the duties and responsibilities reflect the post at the time it was drawn up, the details of which may change over time without changing the general character and purpose of the post or the level of responsibility encompassed.

Job title: Assistant Professorial Lecturer

Department: Department of Statistics

Accountable to: Head of Department

Job Summary

Based in the Department of Statistics, the post holder will have track records of excellent teaching. This role entails course level leadership of teaching, administration, assessment and support to students. An Assistant Professorial Lecturer will be expected to deliver excellence in course design, delivery and management, inspirational teaching, a demonstrable contribution to student learning and advice, and a strong contribution to departmental educational, administrative and collegial activities.

The post holder will primarily help the running of the BSc in Actuarial Science programme. They will also be expected to teach and develop actuarial courses, and help to maintain and improve the degree programme.

Range of Academic Activities and Responsibilities at Assistant Professorial Lecturer level at LSE

Note: The Assistant Professorial Lecturer post will involve many, though not necessarily all, of the following activities and responsibilities:

Course teaching

- Contribute to the intellectual life of the School by engaging in outstanding quality core or specialist teaching.
- Liaise with related departments and the Institute and faculty of Actuaries to ensure that the courses make a coordinated contribution to the Actuarial Science degree programme, for which it may be a pre-requisite.
- Design coherent, outcomes-based teaching and learning that responds to the particular challenges of the course.
- Production and management of high quality learning resources.
- Support student learning through the effective use of technology.
- Take responsibility for the quality of teaching delivered and as necessary seek further training, guidance and skills development to ensure that standards are maintained and improved.
- Lead on the monitoring and enhancement of the quality of the teaching on the course and the development of its teaching staff. The post holder is expected to direct the Graduate Teaching Assistants (GTAs) for the courses and liaise with the departmental manager, GTA coordinator and Teaching and Learning Centre to provide training courses and meetings as necessary throughout the year.



- Coordinate academic advising on the courses, including holding course-level weekly office hours during term-time.
- Communicate effectively with the student cohort, promoting clear information about the courses and the degree programme, and resolving student queries.
- Deliver lectures and/or classes for other courses as required.

Course assessment

- Design appropriate assessment for the courses, where this develops knowledge and skills appropriate to student progression.
- Coordinate formative and summative assessment processes, including assignment setting; communication with students; academic skills development in line with the assessment tasks; allocation of marking; marking and assessment; evaluation of feedback provision; follow up based on overall student achievement on assignments; annual evaluation of the assessment plan's fitness for purpose on the basis of student achievement.
- Act as lead examiner for the courses, including the preparation of all examination material, marking exams and liaison with the external examiner.
- Act as 2nd examiner for other courses as required.
- Attend all examination meetings as required by the Chair of the examination sub-board.

Course-level leadership

- Develop innovative and attractive courses, shaping and influencing curriculum development and actively contributing to the review of the courses in accordance with departmental strategy and changing disciplinary teaching practice.
- Liaise with related departments on their students' progress on the courses.
- Manage the quality of teaching delivered on the courses through liaison among academic staff teaching on the courses and supervision of GTAs and/or LSE Fellows teaching and marking on the courses, including organising and delegating their work.
- Lead the review and monitoring of the courses syllabus, teaching materials, resources and content as part of the department's and the School's on-going commitment to improving teaching.

Course management

- Monitor seminar sign up process and deal with any matters arising.
- Lead on course-level meetings, committees and SSLCs, creating a record of deliberation and development.
- Meet and oversee the progress of underperforming students and deal with issues arising through liaison with academic advisers.

Departmental contribution

- Course director for the Actuarial Science programme. The post holder is expected to acquire a comprehensive understanding of School regulations and procedures and of the Department's programmes and teaching. Key responsibilities include:
 - Liaise with the Institute and Faculty of Actuaries and follow developments in Actuarial Education in the UK and elsewhere.
 - Maintain the degree accreditation by working with the Institute and Faculty of Actuaries.
 - Offer academic guidance and feedback on students' progress and performance and be available to discuss any academic problems they may experience.
 - Advise on degree requirements, course content and prerequisites.
 - Manage student requests for transfers between programmes, course changes and class allocation (timetabling) changes.
 - Maintain regular contact with the student on academic and pastoral issues through



- direct one-to-one meetings and other means of communication, such as emails.
- Comment on and provide a general assessment of a student's progress on their termly class reports via LSE for You and inform the post holder and School of any students whose attendance and progress is not satisfactory.
- Maintain and develop relationship with related industry partners.

- Serve on the departmental teaching committee and departmental board and take a proactive role in annual course monitoring and reviews. He or she will be expected manage own teaching administration, such as class preparation and marking.
- Make a significant contribution to student recruitment, widening participation and student support initiatives, liaising both with colleagues and with ARD, TLC, LTI, SSC, etc.
- Foster departmental collegiality and fulfil obligations to the Head of Department and colleagues, in particular, those related to developing disciplinary and interdisciplinary teaching within the department.
- Contribute to departmental responsibilities for International Programme and Summer School courses.

Development

- Engage in (inter)disciplinary, professional and educational research and / or development / publication of educational materials / textbooks as required to support the department's teaching activities, emphasising reflective pedagogy as appropriate.
- Extend, transform and apply knowledge from external activities to teaching.
- Benchmark the course, and wider departmental provision, against that of peer departments in order to inform course review and departmental strategy.

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.