



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. 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 in Data Science

Department/Division: Data Science Institute (DSI) **Accountable to:** Institute Director

Job Summary

Based in the Data Science Institute, the post holder will have a track record of excellent teaching. The role entails course level leadership of teaching, administration, assessment and support of students on courses where there are particular challenges of scale, type or prestige and expectation. Contributions at this level will typically span course design and teaching, support of student learning and activities linked to Institute administration and School-wide service. 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 advising, and a strong contribution to the educational, administrative and collegial activities of the Institute. The post holder will contribute to the teaching and running of the DSI's new undergraduate modules and communicating with the programme directors of the undergraduate degree programmes for which these modules are required. They will also be expected to develop and teach courses for other units or departments, as required.

Range of Academic Activities and Responsibilities at Assistant Professorial Level at LSE

Course teaching

- Contribute to the intellectual life of the School by engaging in outstanding quality core or specialist teaching.
- Liaise with colleagues within the DSI to ensure that courses make a coordinated contribution to the DSI's educational offer and delivery.
- Liaise with related departments to ensure that courses make a coordinated contribution to the School's data science strategy and other courses for which they may be a pre-requisite.
- Design coherent, outcomes-based teaching and learning that responds to the particular challenges of the courses.
- Production and management of high-quality learning resources.
- Support student learning through the effective use of technology.
- Design and deliver high quality inclusive teaching and learning opportunities for students and as necessary seek further training, guidance and skills development to ensure that standards are maintained and improved.
- Effectively and appropriately integrate learning technologies into teaching and learning.

- Lead on the monitoring and enhancement of the quality of the teaching on courses and the development of its teaching staff. The post holder is expected to lead and support Graduate Teaching Assistants (GTAs) on courses and liaise with the DSI manager, relevant programme managers, GTA coordinator and the Eden Centre to provide training and development courses and meetings as necessary throughout the year.
- Coordinate academic advising on courses, including holding course-level weekly office hours during term-time.
- Communicate effectively with the student cohort, promoting clear information about courses and resolving student queries.
- Deliver lectures and/or classes for other courses as required.

Course assessment

- Design appropriate assessment for courses to ensure the development of 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 courses, including the preparation of all examination material, marking exams and liaison with the external examiner.
- 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 courses in accordance with the DSI educational strategy, changing guidelines on teaching practice and cutting-edge sectoral developments.
- Liaise with related departments on their students' progress on courses.
- Evaluate and oversee the quality of teaching delivered on courses through liaison among academic staff teaching on courses and supervision of GTAs and/or LSE Fellows teaching and marking on the courses, including organising and delegating their work and through gathering and responding appropriately to student feedback.
- Lead the review and monitoring of course syllabi, teaching materials, resources and content as part of the DSI's and the School's on-going commitment to improving teaching.

Course management

- Monitor class/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, support and oversee the progress of underperforming students and deal with issues arising through liaison with academic advisers.

Institute contribution

- Work co-operatively with DSI academic staff on all teaching and education related matters, as appropriate to the role.
- Maintain regular contact with students 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 and inform the School of any students whose attendance and progress are not satisfactory.

- Foster collegiality and fulfil obligations to the Institute Director and colleagues, in particular, those related to developing disciplinary and interdisciplinary teaching within the Institute.

Development

- Keep up to date with new developments in modern data science software tools and technologies.
- Keep up to date with higher education and data science pedagogic developments; undertake CPD to develop education skills and expertise such as working towards Advance HE fellowship at the appropriate level.
- Engage in (inter)disciplinary, professional and educational research and / or development / publication of educational materials / textbooks as required to support the DSI's teaching activities, emphasising reflective pedagogy as appropriate.
- Participate in the education career track network and in sharing good practice in the teaching of data science across the university.
- Extend, transform and apply knowledge from external activities to teaching.
- Benchmark the course, and wider DSI provision, against that of peer departments in order to inform course review and DSI strategy.

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.