

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 Geography and Economics (Band 6)Ref no.:

Department/Division: Geography and Environment Accountable to: Head of Department

Job Summary:

To contribute to the administrative and teaching duties of the department, particularly in the context of the BSc in Geography with Economics, the MSc in Local Economic Development and other related education programmes.

To maintain your own research programme and to contribute to the Department's research seminars & meetings.

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 department.

Supervising, teaching and examining undergraduate masters, and (possibly) executive students through lectures, classes, seminars, course work and tutorials.

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 undergraduate and postgraduate tutees for their dissertation, participating in dissertation workshops throughout the year and referring supervisees to expert advisors where appropriate.

Holding regular office hours for students on the course (at least 2 hours per week).

Providing formative and summative feedback on assessments.

Undertaking examination-related duties, such as exam and dissertation marking, as required.

Participating in regular teaching meetings, with academics and administrators involved in the course, with appropriate mentoring.

Managing academic administration arising from teaching and professional development

Participating in fieldtrips and other experiential learning activities if/when required.

Undertaking relevant teaching related training and working to complete the PGCert or equivalent certification

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands 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. <https://info.lse.ac.uk/staff/divisions/Human-Resources/Assets/Documents/Effective-Behaviours-Guidance-v3a-Oct-2018-2.pdf>

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.