# 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

**Department/Centre/Institute:** Government **Accountable to:** Head of Department

**Job Summary**

- The post holder will contribute to the Department's teaching (undergraduate and postgraduate) and research activities in the discipline of Political Science.
- The post holder will teach on GV101: Introduction to Political Science, contribute to course administration and help prepare teaching materials, mark formative and summative work and support the learning and development of undergraduate students taking the course.

**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 and masters level students through lectures, seminars, course work and tutorial.
- 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 personal tutees for their end of year 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 responsibilities – e.g. class preparation and marking, with guidance as required.

**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.