



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: Course Tutor – Quantitative Methods and Statistics (Band 7)

Department/Centre/Institute: Department of Psychological and Behavioural Science
Accountable to: Head of Department

Job Summary

Based in the Department of Psychological and Behavioural Science the post holder will contribute to the intellectual life of the School through conducting and publishing outstanding quality research, engaging in high quality teaching as instructed by the Head of Department, and participating in the School and wider Department activities. The post holder will be expected to play a major role in ensuring the success of the new BSc in Psychological and Behavioural Science. The principal teaching focus will be in statistical and quantitative methodological approaches to psychological and behavioural science, leading students from introductory levels to more sophisticated training that will support their independent research project in their final year. All statistics teaching is done using the R programming language. The LSE is committed to research-based education, and whilst the candidate's research area may be in any field of psychological and behavioural science, this should include the significant use and/or development of sophisticated statistical and research methods.

The post holder will be expected to play a major role in ensuring the success of the new BSc in Psychological and Behavioural Science. The LSE is committed to research-based education, and the candidate's specialist area should be in Cognitive, Social, or Developmental Psychology (or a related area).

Duties and Responsibilities

Teaching

- Contributing to the scholarship and intellectual life of the School by conducting teaching which will enhance the School's high reputation as a research-led teaching institution.
- Acting as module leader on BSc courses in Quantitative methods and Statistics, taking overall responsibility for the design, delivery and assessment of the course. The course would not normally have more than three class groups.
- Collaborating with lecturers on developing and teaching a first and second year BSc courses in Quantitative Research Methods.
- Teaching workshops using the R programming language.
- Teaching and examining undergraduate students.
- Acting as academic mentor and providing pastoral care to undergraduate students.
- Acting as a lead examiner for classes, including the preparation of all examination material and marking exams. Attending all examination meetings as required by the Chair of the examination sub-board.



- Holding weekly office hours during term-time (at least 2 per week) and identifying learning needs of students and define appropriate learning objectives.
- Liaising with course lecturers with regards to lecturing, teaching and examining the courses.
- Taking 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.

Course Administration

- To accept administrative and pastoral responsibility for undergraduate students while they are registered in the Department.
- To deal with arising issues from academic adviser-advisee relationships once session has commenced.
- To have oversight of class sign up process by undergraduate students on 'LSE For You' and deal with any arising matters.
- Supervising Graduate Teaching Assistants and/or LSE Fellows assisting on courses, including organising and delegating their work.
- To review and monitor the course syllabus and content for classes as part of the department and the School's ongoing commitment to improving teaching in its service level courses.
- To be responsible for organising the appropriate course committees at undergraduate level and its meetings.
- To meet and oversee the progress of underperforming students and to deal with arising progress issues in liaison with academic advisers.
- To liaise with LSE Life on matters relating to student learning support
- To liaise with the Head of Department and/or the Deputy Head of Department about undergraduate teaching needs and to participate in Programme Directors Meetings.

Scholarship

- Engaging in subject, professional and pedagogy research as required to support teaching activities.
- Extending, transforming and applying knowledge acquired from external activities to teaching.
- Conducting individual or scholarly projects.
- Identifying sources of funding and contribute to the process of securing funds for scholarly activities.

Student engagement

- Playing a proactive role in student engagement – planning and carrying out extra-curricular activities in conjunction with the BSc Student Events Committee

Activities relating to departmental administration and management and/or School wide service

- Fostering departmental collegiality and fulfilling obligations to the Head of Department and colleagues.
- Playing a constructive role in the life of the department/contributing to the work of the School overall – through attendance at departmental meetings, membership of departmental and School committees etc.
- Engaging with external institutions, organisations and the wider community to support research, teaching and School strategic objectives.

**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.