



## 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/Division:** LSE100

**Accountable to:** Co-Directors, LSE100

### Job Summary

LSE100, LSE's flagship interdisciplinary course taken by all first-year undergraduates, is recruiting creative educators with a commitment to innovative teaching to join our team. LSE100 is an internationally recognised, sector-leading course which introduces LSE students to the School's mission, building their capacity to tackle complex problems through research-rich education and the exploration of transformative global challenges.

In the academic year 2023/24, students will choose one of three themes to study throughout the course: *How can we control AI?*, *How can we transform our climate futures?*, and *How can we create a fair society?* Fellows will ordinarily teach seminars in one or two of these themes, according to student demand. Fellows' interest or expertise in multiple themes and ability to draw on both their own disciplinary background(s) and wider social scientific thinking as part of their teaching will be highly desirable.

Each week, LSE100 Fellows teach multiple 80-minute seminars of 25 first-year undergraduate students from a range of disciplinary backgrounds, facilitating collaboration and peer learning. Fellows need to demonstrate a creative and flexible approach in the classroom, drawing on varied educational methods to engage students. Fellows support students in group and individual office hours and provide feedback on assessed coursework. As students will undertake a group research project, Fellows will be required to demonstrate skills in supervision, pastoral support, and problem-solving to facilitate students' learning and development as effective collaborators.

During the course of the Fellowship, Fellows will work closely with colleagues to develop seminars and assessments, creating guidance materials and leading training sessions for the teaching team where appropriate. Fellows will also lead special projects for LSE100 students and staff (e.g., student events and projects related to inclusive pedagogies, career development, interdisciplinary research, etc.).

### Duties and Responsibilities



- Contribute 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.
- Teach and assess undergraduate students through seminars and coursework. Facilitate interactive, structured, and highly collaborative seminars of 25 students from a range of disciplinary backgrounds.
- Work in close collaboration with colleagues to develop materials for one or more course themes, including the design of seminars and assessment, selection of readings and media-based course content, and creation and delivery of teacher training resources.
- Contribute to the virtual learning environment(s) used on the course by providing relevant materials to support students' learning and collaboration.
- Identify learning needs of students; help to define learning objectives and to provide appropriate support.
- Hold regular office hours for individuals and groups (a minimum of 20 hours per term in Autumn and Winter terms).
- Provide timely, constructive and actionable formative and summative feedback on both group and individual assessments.
- Participate in regular team meetings with academics and administrators involved in the course.
- Manage academic administration arising from teaching responsibilities – e.g., class preparation, recording student class attendance, and writing a short end-of-term report for each student.
- Contribute to development and delivery of LSE100 by leading on specialist projects and initiatives for LSE100 students and staff (e.g., assessment development, inclusive pedagogies, personal and career development sessions, theme-specific events and workshops, etc.).
- Participating in activities related to the promotion and communications of LSE100 by, for example, representing LSE100 at events with internal and external stakeholders (e.g., departmental inductions, School open days, and academic conferences).

#### **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.



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