



## Job Description: LSE Fellow in Social Policy

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 Department, in consultation with the post-holder.

**Job title:** LSE Fellow

**Department:** Department of Social Policy

**Accountable to:** Head of Department

### Job summary:

The post holder will contribute to the scholarship and intellectual life of the Department and LSE by conducting teaching and research which will enhance the School's reputation as a research-led teaching institution. With appropriate mentoring from Department, the post holder will help improve our students' educational experience whilst gaining excellent teaching experience and developing their own research career.

### Duties and responsibilities

#### Teaching

- Delivering high-quality teaching (lectures and seminars) to undergraduate and postgraduate students.
- Identifying the learning needs of students, defining appropriate learning objectives and providing them with appropriate support.
- Preparing, marking and providing feedback on formative and summative work, including coursework, exam papers and dissertations.
- Participating in regular teaching meetings with academic and professional services staff.
- Working closely with professional services staff to ensure the smooth running of all aspects of teaching and assessment.
- Holding regular Advice & Feedback (Office) hours.
- Acting as an academic advisor, including with regard to dissertation writing, and providing pastoral care.
- Organising and participating in activities to enhance the Student Experience.

#### Research

- Developing a research programme and publication record - e.g. through publication(s) arising from the PhD or post-doctoral research.

#### Administration

- Managing academic administration arising from teaching responsibilities – e.g. class preparation, marking and feedback, with guidance as required.



#### **Note**

LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

#### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

#### **Equality and Diversity**

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

#### **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.