



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. The description of the duties and responsibilities reflect the post at the time it was drawn up, the details of which may change over time without changing the general character and purpose of the post or the level of responsibility encompassed.

Job title: Assistant Professor (Education)

Department: Economics

Accountable to: Head of Department

Job Summary

Based in the Department of Economics, the post holder will have track records of excellent teaching. The role entails course level leadership of teaching, administration, assessment and support to students on courses where there are particular challenges of scale, type or prestige and expectation. Contributions at this level will typically span course design and teaching and activities linked to departmental administration and School-wide service. An Assistant Professor (Education) will be expected to deliver excellence in course design, delivery and management, inspirational teaching, a demonstrable contribution to student learning and advice, and a strong contribution to departmental educational, administrative and collegial activities.

The postholder will primarily support teaching in econometrics across the undergraduate and postgraduate taught programmes. They should expect a teaching load equivalent to 200 classroom hours, subject to Department requirements.

Range of Academic Activities and Responsibilities at Assistant Professor (Education) Level at LSE

Note: Assistant Professor (Education) posts will involve many, though not necessarily all, of the following activities and responsibilities:

Course teaching

- Contribute to the intellectual life of the School by engaging in outstanding quality core or specialist teaching
- Liaise with related departments to ensure that the course makes a coordinated contribution to related courses for which it may be a pre-requisite
- Design coherent, outcomes-based teaching and learning that responds to the particular challenges of the course
- Production and management of high quality learning resources
- Support student learning through the effective use of technology
- Lead on the monitoring and enhancement of the quality of the teaching on the course and the development of its teaching staff



- Coordinate academic advising on the course, including holding course-level weekly office hours during term-time
- Communicate effectively with the student cohort, promoting clear information about the course and resolving student queries

Course assessment

- Design appropriate assessment for the course, where this develops knowledge and skills appropriate to student progression
- Coordinate formative and summative assessment processes, including assignment setting; communication with students; academic skills development in line with the assessment tasks; allocation of marking; marking and assessment; evaluation of feedback provision; follow up based on overall student achievement on assignments; annual evaluation of the assessment plan's fitness for purpose on the basis of student achievement
- Act as lead examiner for the course, including the preparation of all examination material, marking exams and liaison with the external examiner
- Attend all examination meetings as required by the Chair of the examination sub-board

Course-level leadership

- Develop an innovative and attractive course, shaping and influencing curriculum development and actively contributing to the review of the course in accordance with departmental strategy and changing disciplinary teaching practice
- Liaise with related departments on their students' progress on the course
- Manage the quality of teaching delivered on the course through liaison among academic staff teaching on the course and supervision of GTAs and \ or LSE Fellows teaching and marking on the course, including organising and delegating their work
- Lead the review and monitoring of the course syllabus, teaching materials, resources and content as part of the department's and the School's on-going commitment to improving teaching

Course management

- Monitor seminar sign up process and deal with any matters arising
- Lead on course-level meetings, committees and SSLCs, creating a record of deliberation and development
- Meet and oversee the progress of underperforming students and deal with issues arising through liaison with academic advisers

Departmental contribution

- Make a significant contribution to student recruitment, widening participation and student support initiatives, liaising both with colleagues and with ARD, TLC, LTI, SSC, etc.
- To work co-operatively with academic staff on all teaching and education related matters, as appropriate to the role
- Foster departmental collegiality and fulfil obligations to the Head of Department and colleagues, in particular, those related to developing disciplinary and interdisciplinary teaching within the department
- Contribute to departmental responsibilities for International Programme and Summer School courses



Development

- Engage in (inter)disciplinary, professional and educational research and / or development / publication of educational materials / textbooks as required to support the department's teaching activities, emphasising reflective pedagogy as appropriate
- Extend, transform and apply knowledge from external activities to teaching
- Benchmark the course, and wider departmental provision, against that of peer departments in order to inform course review and departmental strategy

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.

Free Speech

[The Code of Practice on Free Speech](#) outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.