



## 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:** Undergraduate Tutor (First Year Students)

**Department/Division:** Management

**Accountable to:** Department Manager and  
Departmental Tutor

### Job Summary

The Department of Management at the LSE is looking for an Undergraduate Tutor to provide high quality and comprehensive advice and support to its first year BSc in Management students. The post holder will also play a key role in identifying potential development opportunities for the programme. The main duties are:

- To provide comprehensive and targeted pastoral support, academic advice and guidance to students;
- To monitor academic progress and provide study support to students;
- To work closely with the other Undergraduate Tutor, Director of Undergraduate Studies, Departmental Tutor, and Programmes Team to continuously develop and improve the degree and enhance the student experience.

### Duties and Responsibilities

#### Programme support

- Work with the School's Undergraduate Admissions Department to inform recruitment strategies and promote the BSc in Management degree programme;
- Lead on providing course choice briefings and meet with individual students to discuss course choice issues as necessary;
- To help provide advice to Departmental Tutors and academic staff in other academic departments on course choices offered in the Department of Management;
- Coordinate the class change request process in conjunction with the Programme Manager and Departmental Tutor;
- Make recommendations and undertake projects to develop and improve the programme and its courses, in conjunction with the Director of Undergraduate Studies, Departmental Tutor and Programmes Team;
- Identify needs for study support and either deliver sessions or facilitate the delivery by liaising with relevant colleagues in the School;
- Work with the Programmes Team to devise and develop an appropriate programme of extra-curricular activities for students that will add value to courses, academic learning, cohort building and professional skills;
- Play an active role in gathering feedback from students (both formally and informally) and work



- with the Director of Undergraduate Studies and Programmes Team to implement improvements;
- Engage with teachers on undergraduate Management courses to ensure a high quality of teaching, escalating issues with members of the BSc Programme team as necessary;
- Establish an awareness of the development of other undergraduate programmes and courses in LSE and in the HEI sector more broadly;
- Establish contacts in external networks and build relationships with peers in other HEIs.

### **Student support**

- Help and support students during the transition from school to Higher Education;
- Hold regular, advertised office hours on a weekly basis for a high volume of student consultations;
- Organise regular, structured meetings with students each term, both group and individual sessions;
- Refer students to relevant academic colleagues across the School for subject-specific advice;
- Help monitor student attendance in classes, following up on relevant issues as necessary and referring to the Departmental Tutor as appropriate;
- Advise students regarding Individual Exam Arrangements and Inclusion Plan processes;
- Review LFY class reports and follow up on any issues or causes for concern, referring to the Departmental Tutor as necessary;
- Write termly class report comments for students on LFY;
- Counsel students in study and recommend solutions or link them to other support services within the School as needed;
- Monitor the effectiveness of core course support sessions and adapt these as necessary;
- Maintain regular contact with the School's Disability and Wellbeing Service, the Student Services Centre, LSE Life, LSE Careers and other relevant departments to ensure students are receiving the best possible experience at LSE;
- Provide pastoral support to students, referring them to specialist support services where necessary;
- Review assessment results and proactively follow up on issues and outcomes as necessary;
- Counsel individual students regarding exceptional circumstances, exam bars, resits, repeat teaching or academic progression issues;
- Advise students on interruptions, withdrawals and other changes of circumstances as required;
- Continue to support for students who are repeating or resitting, until they complete their studies.
- Help provide references for jobs, internships or other purposes as required;
- Provide advice to students when making applications for further study, including MSc, PhD, or in helping to direct future careers.

### **Meeting attendance**

Attendance and constructive input into:

- All termly Staff Student Liaison Committee meetings;
- All termly Programme Steering Committee meetings;
- Annual Exam Sub-board and Progression board;
- School forums, particularly those relating to pastoral care and academic mentoring;
- Appropriate student social and alumni events.

### **Widening Participation**

- Support the coordination of the Widening Participation day and activities in conjunction with the Programmes Team;
- Support the coordination of open days & visit days;
- Support the academic development of international undergraduate exchange opportunities, in close conjunction with the rest of the Undergraduate Team.

**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.