



Further particulars

Job title: LSE100 Class Teacher

Department: LSE100 The LSE Course

Accountable to: Director of LSE100

Applying to become a Class Teacher for LSE100

Completed applications should be received no later than midnight on Sunday, 8 December 2019 for a commitment that begins in the week commencing 20 January 2020

- Applicants should note that there are two days of paid, compulsory pre-term training during week commencing **13 January 2020**
- Interviews are tentatively scheduled for the week commencing 16 December 2019

Why class teaching?

LSE100 offers a chance to develop and expand your teaching skills and educational practice as part of a dynamic, innovative and highly collaborative team of PhD researchers and early career scholars from a wide range of disciplines. As an LSE100 teacher, you will have the opportunity to work with diverse groups of students from across LSE's undergraduate programmes, exploring contemporary social issues from a range of disciplinary perspectives. If you are interested in becoming a class teacher and have not yet submitted your thesis, it is important to discuss this with your supervisor and to make sure that the time spent teaching does not compromise your own research. Most research students find the experience to be helpful and rewarding.

Why LSE100?

LSE has a long history of engaging with critical social issues, and LSE100 brings students squarely into this rich tradition. No important issue can be fully understood through a single lens, and LSE100 aims to produce students whose intellectual grounding in their discipline is complemented by an understanding of different ways of thinking. In recent years, for example, students have examined quantitative and qualitative evidence on the state of global democracy, participated in negotiation exercises to develop problem-solving skills, and used data visualisation software to analyse and represent issues in global food security.

Engaging fully with key issues also requires working with people from different backgrounds. Here, too, LSE100 builds on the strengths of LSE, enabling students to learn not only from a range of academics, topics and disciplines, but also from each other. LSE100 classes are interdisciplinary in the mix of students as well as analytical approaches, enabling students to learn from collaboration and debate with classmates from other disciplines and backgrounds.

By engaging with big questions, students on LSE100 strengthen their critical research and communication skills, for example, in finding, assessing and managing information and in evaluating and interpreting different types of evidence and explanation. Students learn to construct persuasive arguments orally and in writing on complex social issues, addressing questions such as "Should markets be constrained or unleashed?" and "Is there a path to global food security?"

This ambitious course is underpinned by an innovative approach to teaching and learning. LSE100 has large, interactive, task-based classes which are led by teams of two talented and highly-trained teachers. It introduces new technologies to engage students and support active learning, using creative online video content to deliver course material and a range of inventive tools in classes to encourage student-centred learning. Since the start of the 2018/19 academic year, LSE100 has included a strong data science component, with students learning, for example, to use software to carry out analyses of large quantitative datasets and to produce data visualisations.



Duties and responsibilities of Class Teachers for LSE100

The duties of LSE100 Class Teachers are outlined in the **job description**, which you should read in conjunction with the **person specification**. The following notes expand on some of the points covered in those documents and provide further information on the application process.

As a high-profile initiative of the School that is without precedent at LSE or even in the university sector, LSE100 is exciting to be part of – but it is also challenging. The classes are crucial to the success of the course in achieving its aims. Since the course investigates theories and ideas from different disciplines, Class Teachers spend much of their time teaching outside their specialist areas of expertise. This challenge is matched by a high level of support for teachers on the course, as discussed below. The success of the course depends on the commitment and enthusiasm of the class teaching team.

Training, feedback and support

As an LSE100 Class Teacher, you are expected to attend weekly team meetings to prepare you for delivering classes aimed at deepening students' understanding of different disciplines and strengthening their critical thinking and communication skills. Classes are task-based and carefully structured, and draw on a short set of readings and bespoke videos of LSE academics. Teachers are provided with detailed teachers' notes that outline the classes and provide additional background information. In addition, teachers use the weekly team meetings and teachers' discussion forum to address any background or delivery questions that have arisen since the detailed pre-term training for the module, and to share knowledge and ideas from classes already taught.

In addition, teachers benefit from training and feedback sessions both before and during term – as well as a mentoring system to provide personalised support.

Teaching and preparation

A standard teaching load will be a total of 4 or 6 classes. Classes will be comprised of 30 undergraduate students who are drawn from a range of departments. Classes involve a mix of tasks, including, for example: analysis of qualitative and quantitative information from primary and secondary sources; games; debates; and extensive work on argumentation, writing and presentation.

You will be expected to spend time each week reading, watching and listening to course-related materials, teaching, meeting students in office hours, and carrying out essential administrative responsibilities (e.g., responding to students' messages, maintaining attendance records, etc.). You will also be expected to mark and provide feedback on two summative assessments per term. Pre-term training sessions, weekly meetings, office hours, marking and administrative work are all paid. Significant allowance is made for class preparation time and coordination with co-teachers.

You should make every effort to avoid taking on commitments in term time that would lead to a class being missed. If cancellation of a teaching commitment is unavoidable you should inform the course office as soon as possible so that cover can be arranged. LSE100 classes are covered rather than re-arranged in order to keep students' workload predictable and avoid knock-on effects on students' degree programmes.

Office hours and one-to-one feedback sessions

LSE100 Class Teachers hold regular office hours and one-to-one feedback sessions. However, academic content queries from students may also be directed to the LSE100 Fellows with subject-specialist responsibilities for the relevant module. You will be expected to handle or redirect queries from your students (such as dealing with absence, students experiencing difficulties, etc.) and will be given guidance during your training about such matters.



Administration

In line with School practice, you are expected to record student class attendance on a weekly basis using the online class register system available via LSEforYou. You will also use LSE100 databases to record marks and feedback for summative work.

Marking and feedback

You will mark approximately two pieces of summative work per student each term, including, for example, policy briefs and group projects. You will be given marking guidelines and will carry out marking exercises as part of teacher training, in order to ensure that marking is standardised across the teaching team. You will employ different approaches to giving feedback, including written feedback, one-to-one meetings with students, and collective audio feedback (e.g., for group projects). You will be fully trained to do this.

In addition, teachers provide regular feedback on students' work in class and office hours, as well as via brief end-of-term reports for each student posted on LSEforYou.

Salary

The starting salary is between £19.86 and £20.41 per hour, including holiday allowance (Band 5 of the School's salary scale), depending on PGCErHE qualification.

Teachers' contracts are calculated on the basis of the number of hours of teaching, preparation, administration and marking they carry out. A holiday entitlement is included. A typical contract would be approximately 13 or 17 hours/week, depending on the total number of classes taught..

Applicants are responsible for ensuring that any other commitments that they have at the School, once added to the hours for LSE100, would not take their weekly hours over the requirements of any visa held or other School working hours regulations.

Who can apply?

Applications from undergraduates will not be considered. Shortlisting will be carried out based on the candidate's demonstration of how they meet the requirements listed in the person specification. The only restrictions which apply are regulations which need to be noted in terms of the number of hours worked per week for any applicants who hold a student visa.

How to apply

If you wish to be considered for an LSE100 Class Teacher position, please do the following:

1. Download and save Application Form Part B from the LSE100 website. This is a reference request form. Send this file, and the Job Description, to someone who can comment on your academic abilities and on your suitability for teaching for LSE100 and ask them to complete and return Part B to the LSE100 Course Office by email (LSE100@lse.ac.uk) or by post to the address below. This should be done separately from your application and, if possible, by the application deadline.
2. Download and complete the Application Form Part A from the LSE100 website. Once you have done this:
 - ☒ Print out a copy of your Application Form Part A and sign it.
 - ☒ As an essential criterion of the person specification against which the Selection Committee will be shortlisting is "A commitment to high quality teaching that will become evident in the development of an engaging, dynamic, considered and successful teaching style and a repertoire of techniques and ideas for student-centred teaching and inductive learning." Please include a list of any teaching experience and copies of the associated TQARO reports (these can be obtained from



the TQARO office). Where TQARO reports are not available (e.g., for teaching experience at another institution), candidates may submit relevant student feedback survey results or an alternative form of independent evaluation. Please contact LSE100@lse.ac.uk for further details.

- ☒ You may include additional references and/or a Curriculum Vitae if you wish.

Please complete, sign and submit this form to the LSE100 Course Office via email (LSE100@lse.ac.uk), in person, or by post to LSE100, Room KSW.4.10, Houghton Street, London, WC2A 2AE.

Regrettably, we cannot consider any applications received after midnight on Sunday, 8 December 2019.

Selection and appointment

After the closing date for applications, all applications will be considered by the shortlisting panel against the person specification. Shortlisted candidates will be asked to attend an informal interview in the week commencing 16 December 2019.

We hope that you will find it easy to apply for this vacancy. However, if you have any queries about submitting your application or are unable to use the forms, please contact the LSE100 Course Office to discuss alternative methods of application.

Contact

Any candidate wishing to discuss the appointment informally is invited to contact Jessica Templeton (j.b.templeton@lse.ac.uk), Director, LSE100.