



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: LSE100 Teacher

Department/Division: LSE100 The LSE Course

Accountable to: Director of LSE100

Job Summary

LSE100 is an innovative interdisciplinary course, which is compulsory for all LSE undergraduates. The aims of the course are to: enhance students' understanding of the methodologies of the social sciences, focusing on the core concepts of evidence, explanation and abstraction; and strengthen their critical research, argumentation and communication skills. LSE100 takes a blended approach to education. Prior to class each week, students watch bespoke videos with leading LSE academics and complete approximately 20 pages of assigned readings. Classes are 80-minute, highly interactive sessions designed to broaden students' intellectual horizons while also developing core skills related to communication and social scientific analysis and problem-solving.

The main duties of LSE100 Teachers are to teach weekly classes of around 30 students, to promote the aims and vision of the course by delivering high quality teaching, and to contribute to the effectiveness of the LSE100 teaching team. Due to the size and interactive nature of LSE100, each class will be taught by a team of two teachers.

As the course is interdisciplinary, teachers have to teach outside their own areas of expertise. For this reason, and to support effective student engagement and skill development, the class programme is task-based. Extensive teaching materials are provided together with comprehensive training and support. The unusual nature of the course requires teachers who are enthusiastic about the course aims, are able to respond creatively to the challenges of teaching, and are able to deliver the course materials in a thoughtful and engaging manner.

Duties and Responsibilities

- Contributing to the course and to the School by delivering teaching that will enhance the School's excellent reputation as a research-led educational institution.
- Working collaboratively and flexibly in a team of two to deliver multiple classes to groups of 30 undergraduate students, facilitating large- and small-group work in highly structured, task-based classes.
- Contributing to the effectiveness of the LSE100 teaching team, under the guidance of the Director of LSE100, supported by two Deputy Directors, and promoting the vision and aims of the course.
- Taking responsibility for the quality of teaching they deliver and, as necessary, seeking further training, guidance and skills development to ensure that standards are maintained and improved.
- Teaching first- and second-year undergraduate students from different departments in large,



interactive, task-based classes.

- Preparing for classes by: participating in regular training sessions, weekly team meetings, and pre-assessment standardisation meetings; and spending time each week reading assigned texts, watching assigned videos, and preparing course materials.
- Engaging all students in the class to ensure active participation and learning. Monitoring student participation in the course and identifying where intervention or support is needed. Identifying learning needs of students, defining learning objectives and providing appropriate support.
- Recording student class attendance on a weekly basis, using the online system LSEforYou. Recording marks and feedback for assessed work and failure to submit assessed work. Providing an end-of-term report for each student.
- Marking summative work (including, for example, class-based exercises and essays, termly essays and group projects), providing feedback in various forms on both formative and summative work, including audio files, and participating in relevant training, moderation and assessment reconciliation sessions.
- Holding regular office hours and one-to-one feedback sessions.
- Providing feedback to other members of the LSE100 team on course design, resources, and materials.
- Participating in monitoring of and feedback on teaching, including having teaching observed and having one-to-one meetings to discuss feedback on teaching.
- Supporting student use of the virtual learning environments (e.g., Moodle), including access to teaching materials, submission of work, participation in discussion boards, etc.
- Assisting in the promotion and smooth delivery of the course.

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.