



## 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 post-holder.

**Job title: Teaching Fellow (Band 5)**

**Department: Economics**

**Accountable to: Deputy Head of Department (Teaching)**

### Job Summary

The Department expects that the main duties of Teaching Fellows will be graduate level class teaching, advising undergraduate students and exam marking. Some Fellows may be assigned a course management role, in which case teaching responsibilities will be adjusted appropriately.

In recognition of the fact that Teaching Fellows in the Department of Economics are expected to pursue their doctoral studies and research, appointments are normally made on a half-time basis. However, the fraction of appointments and the balance of duties may vary according to the teaching need in particular fields.

### Duties and Responsibilities

#### TEACHING:

- Contributing to the scholarship and intellectual life of the School by conducting teaching which will enhance the School's high reputation as a research-led teaching institution.
- To take responsibility for the quality of teaching delivered and as necessary to seek and receive further training, guidance and skills development to ensure that standards are maintained and improved upon as required by the Department.
- Teaching masters-level students through classes and specialized support sessions.
- Delivering revision lectures (undergraduate courses).
- Acting as academic advisor to undergraduate and general course students; meeting individually with students at least once every term, providing academic advice, advising on course choices, and pastoral care.
- Providing feedback on the performance of advisees and supplying written references for advisees.
- Holding up to four office hours per week and being available to students by appointment. The office hours can take various forms according to the course and to the requirements of the Course Lecturer, and should include:
  - i. meeting with individual students or with small groups of students attending your classes to discuss weekly issues arising from the classes;
  - ii. a support surgery to support any student enrolled on the course who is struggling with particular aspects of the course material;
  - iii. a themed group office hour for any student on the course.
- Marking and providing feedback on formative work (problem sets, essays, MRes mock exams) during the academic year. Invigilating MRes mock exams.
- Assistant Examiner duties: proof-reading exam papers, sitting exam papers to test do-ability, providing feedback on questions and assisting in the drafting of potential solutions for examiners,



organising exam script distribution and collation of marks to/from markers, invigilating as required.

- Marking summative work (up to 300 two-hour exam scripts), whilst adhering to Departmental exams policies and procedures. The Department participates in a number of examination periods during the academic year, which may include the end of Michaelmas term, early in Lent term, Summer term and Summer resits.
- Participating in regular teaching meetings, Departmental and School meetings, involving academics and administrators involved in the course(s).
- Attending the lectures for the course on which you are teaching.
- Identifying learning needs of students and defining appropriate learning objectives.
- Teaching Fellows may be asked to conduct teaching observations of Graduate Teaching Assistants.

#### **ADMINISTRATION:**

- Managing academic administration arising from teaching responsibilities, e.g. undertaking class preparation and marking, with guidance as required.
- Assisting with the development of course materials i.e. minor drafting tasks, proof-reading, revising and updating lecture notes, problem sets and solutions. Proof reading and testing exam and MRes mock exam questions. Collective feedback.
- Provision of frontline support to students and Graduate Teaching Assistants.
- Management of virtual learning environment (Moodle), to include access to teaching materials, submission of work, discussion boards, etc.
- Recording student attendance in the class registers on LSE for You on a weekly basis.
- Writing termly class teacher and advisor reports on LSE for You, providing useful qualitative information on each student.

#### **RESEARCH:**

- Advance research by engaging with seminars and work in progress presentations; progressing the PhD thesis and job market papers.

#### **Note**

The 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**

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

#### **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.