



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 Department, in consultation with the postholder.

Job title: Graduate Teaching Assistant

Department/Division: Economics

Accountable to: Head of Department

Job Summary: The Department expects that the main duties of Graduate Teaching Assistants will be undergraduate level class teaching and associated duties, and exam marking.

Main 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 further training, guidance and skills development to ensure that standards are maintained and improved.
- Teaching undergraduate level students through classes and specialized support sessions.
- Holding regular weekly office hours and being available to students by appointment.
- Marking and providing feedback on formative work (problem sets, essays) during the academic year.
- Marking summative work (exam scripts).
- Participating in regular teaching meetings, with academics and administrators involved in the course(s).
- Identifying learning needs of students and defining appropriate learning objectives.

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 papers, providing feedback on questions and drafting potential solutions for examiners.
- Provision of frontline support to students.
- 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.