



*LSE is committed to building a diverse, equitable and truly inclusive university*

**Widening Participation – Academic Registrar’s Division**

**LSE CHOICE Saturday Teacher (Sociology)**

**Salary from £43,907 to £50,835 pa inclusive of London Allowance – Hourly Paid role**

Working with around 2,500 young people each year Widening Participation at LSE delivers a comprehensive Programme of activity to meet LSE’s commitments within the School’s Access Agreement and LSE Strategy 2020. The post-holder will join a team of 16 teachers to deliver Saturday Masterclasses in the subject of Sociology on the team’s flagship programme LSE CHOICE.

LSE CHOICE gives talented young people from London state schools and colleges the tools they need to successfully apply to LSE and other highly selective universities. Each year, LSE CHOICE works with 180 students from under-represented backgrounds. Students apply for a place on one of five LSE CHOICE subject streams:

Economics (2 classes)  
Government and Politics  
History  
Mathematics  
Sociology

Each class is made up of approximately 30 students.

We are currently recruiting for **1 Sociology teacher** to join our team of Saturday CHOICE teachers. The appointed teacher will deliver between 5 and 6 Saturday sessions across the academic year between September and March.

***If you wish to apply, please send a CV and covering letter addressing the criteria on the person specification to [ard.lsechoice@lse.ac.uk](mailto:ard.lsechoice@lse.ac.uk).***

Should you have any queries about the role, please email [ard.lsechoice@lse.ac.uk](mailto:ard.lsechoice@lse.ac.uk).

**The closing date for receipt of applications is 30 June 2019 (23:59 UK time). Regrettably, we are unable to accept any late applications.**



## 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: Widening Participation (WP) LSE CHOICE Saturday School Teacher (Sociology)**

**Department/Division: Academic Registrar's Division**  
**Accountable to: WP Officer/ Head**

### **Job Summary**

LSE CHOICE is an enrichment programme aimed at identifying the most talented young people from London state schools and colleges and giving them the tools they need to successfully apply to LSE and other competitive universities. LSE CHOICE recruits pupils from London state schools with preference given to those performing below the national average/with Free School Meals at 35% or above. The programme forms an important aspect of pre-entry work undertaken within the team to address fair access and under-representation in Higher Education.

The programme comprises a week long summer school (in Year 12) and sixteen masterclasses (Year 13). The programme is designed to stretch pupils, introducing them to aspects of their chosen subject beyond the national curriculum.

Working as part of the Widening Participation Department at LSE, the post holder will contribute to the development and implementation of the Access Agreement through the delivery of high quality teaching on Saturday sessions (as instructed by the Widening Participation Team), and through participation in wider departmental activities where necessary.

The post holder is part of a wider group of teachers who work collaboratively to develop and deliver a programme of Saturday masterclasses. The sessions are delivered out of hours, so the post holder will be required to undertake relevant training in order to effectively oversee the pastoral care and welfare of pupils during these sessions. The post holder will also be supported by a member of staff from the Widening Participation Team.



## Duties/Responsibilities

### Range of activities and responsibilities

#### Teaching

- Contribute to the intellectual development of participants on the programme through the delivery of high quality teaching
- Develop and deliver innovative and attractive modules of study within the LSE CHOICE Saturday session programme, in accordance with Widening Participation's overall strategy
- Contribute towards the monitoring and enhancement of teaching on Saturday sessions
- Provide information and guidance to participants on the CHOICE programme

#### Activities related to departmental/school wide administration

- Fulfil individual responsibilities as determined by the Head of Widening Participation / WP Officer
- Actively contribute to the ongoing development of the LSE CHOICE programme through the attendance of planning meetings
- Work effectively with a wider team of teachers to develop and deliver an engaging programme of teaching on the LSE CHOICE programme
- Assist the team in promotion and recruitment for the programme, as required by the Head of Widening Participation / LSE CHOICE Lead Officer
- Undertake risk assessments in line with the relevant Child Protection Policy
- Stay informed of relevant child protection, safeguarding and departmental policy and procedures which will inform the delivery of events
- Assist the team in the effective monitoring and evaluating of the LSE CHOICE programme
- Actively seek and undertake necessary training in relation to the programme

#### 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

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy, race, religion or belief, sex and sexual orientation.

#### 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.



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title: Widening Participation (WP) LSE CHOICE Saturday Teacher**

**Department/Division: Academic Registrar's Division**  
**Accountable to: WP Officer/ Head of Widening Participation**

Criteria	E/D
<p><b>Knowledge and Experience</b></p> <p>Teaching experience, preferably in a school environment</p> <p>Undergraduate/Postgraduate/Teaching qualification in a relevant subject</p> <p>An awareness of Widening Participation in Higher Education</p> <p>Experience of Widening Participation in Higher Education</p> <p>Previous experience of working with young people</p> <p>Awareness of child protection issues and ability to deliver pastoral care to attendees of the CHOICE programme</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>
<p><b>Communication</b></p> <p>Excellent presentation/teaching skills and ability to use various teaching methods in order to actively engage participants</p> <p>Experience in communicating effectively with internal/external contacts</p> <p>Ability to convey and present material in an interesting, accessible manner</p>	<p>E</p> <p>E</p> <p>E</p>
<p><b>Teamwork and Motivation</b></p> <p>Ability to teamwork within the wider context of the CHOICE programme</p> <p>Ability to demonstrate a degree of flexibility and adaptability</p>	<p>E</p> <p>E</p>
<p><b>Planning and Organising</b></p> <p>Capacity to develop and deliver a cohesive Saturday Session programme</p> <p>Ability to work independently, organising own workload</p> <p>Ability to meet conflicting deadlines in a timely manner</p>	<p>E</p> <p>E</p> <p>E</p>
<p><b>Liaison and Networking</b></p> <p>Ability to liaise with internal/ external contacts to promote LSE CHOICE</p>	<p>E</p>



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**E – Essential: Requirements without which the job could not be done.**

**D – Desirable: Requirements that would enable the candidate to perform the job well.**