



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) Spring/Summer School Course Assistant

Department/Division: Widening Participation Team Accountable to: Course Leader/Course Director/WP Officer

Widening Participation Summer Schools:

At LSE we believe that all students should have the opportunity to go on to higher education regardless of their background, and that it is our social responsibility to encourage and support them in exploring their options and making their decisions.

LSE has been involved in widening participation and access initiatives since 1998 and our activities aim to address the differences in take-up of higher education opportunities across different social groups. Every year, the WP team run a three-day non-residential Spring School, plus two Top-Up days for Year 8 boys (LSE Promoting Potential – August/November 2020) and a week long, non-residential summer school for Year 11 (July 2020) and Year 12 pupils (LSE CHOICE - August 2020).

LSE's Promoting Potential Programme offers 12-13-year-old boys, from African and Caribbean backgrounds the opportunity to take part in a three-day non-residential Spring School, plus two Top-Up days to take part in a range of social science classes as well as skill development workshops designed to raise their aspirations and awareness of university.

The Year 11 Summer School is an exciting opportunity for 15-16-year-old pupils to take part in a general summer school exploring the different social sciences, whilst learning more about university.

LSE CHOICE gives 17 – 18-year olds the tools they need to gain entry to a Russell Group institution, through in-depth study, master classes and information and guidance workshops. The 7-month programme starts with a week-long summer school in August.

Both the spring and summer schools enable London state school pupils to learn more about higher education in a supportive university environment.

The WP team are looking for course assistants in the following subject areas:

Promoting Potential Spring School (Monday 6 – Wednesday 8 April 2020) & Top-Up days (Wednesday 26 August / Saturday November 14, 2020)

- No specific subject area required

LSE Compass: Year 11 Summer School (Monday 6 – Friday 10 July 2020)

- 4 classes which explore the different social sciences that LSE offers. Students from all disciplines are welcome to apply.



LSE CHOICE (Monday 24 – Friday 28 August 2020)

- Economics
- Government and Politics
- History
- Maths
- Sociology

Duties/Responsibilities

Requirements and Expectations:

Course Assistants are responsible for supporting and assisting the Course Director/Leader to deliver a successful spring/summer school. As such, you are there to help ensure that participants enjoy a good balance between work and enjoyment. Specifically, you will help to facilitate group activities, providing individual class room support where necessary. Further, your role will be key in encouraging pupil interaction during lectures, discussions, workshops and assisting with pastoral care. You will also provide support during refreshment breaks to ensure that they run smoothly.

Over the course of the three days/ week, you will get to know participants well, and you will be expected to empower pupils by identifying and drawing out their strengths and talents.

Administration

You will also have specific administrative duties that you will need to carry out prior to and over the course of the week/ three days. These duties include the following:

- The preparation of student folders
- Set up the registration area
- Take attendance registers and return these to the Widening Participation Office on a daily basis
- Accompanying the students around campus, particularly to and from lunch venues, as well as supervising them during off site visits
- Collect travel receipts

Contractual Commitment

Course Assistants are expected to commit to five full days over the week of the summer school, and to undertake prior preparation and training. Hours are 08.30 – 17.00 daily.

Course Assistants are expected to commit in full to all three days of the spring school. Working hours during the programme are 8.30-16.30 daily. Course Assistants are also expected to attend both Top Up days later in the year.

In order to carry out this role effectively, all course assistants will need to attend a training session for each programme. Depending on which school you are allocated to, you will also need to attend the following:

Promoting Potential Spring School & Top-up days

Training – Thursday 26 March, 5-7pm

Launch Event- Wednesday 1 April, 5-7pm

LSE Compass: Year 11 Summer School

Training – Thursday 24 June, PM

Launch Event – Wednesday 1 July PM



Individual planning meetings – dates to be arranged with individuals but attendance is compulsory.

LSE CHOICE

Training – Wednesday 05 August 2020 PM
Launch Event - Thursday 6 August 2020 5-8pm

LSE (WP) Child Protection Policy and Disclosure and Barring Service

All applicants should be aware that successful applicants to the post will be required to complete an enhanced DBS clearance, including a check as to whether the applicant is barred from working with children.

We have the right to refuse or withdraw an offer of employment on the grounds of a conviction shown within the DBS check process.

Any convictions present on the DBS check will be reviewed on a case by case basis by a senior member of the widening participation Team – usually the Head and/or Deputy Head – and will take into consideration the conviction and the requirements and responsibilities placed on the role. This review will include reference to LSE HR as appropriate.

Remuneration

LSE CHOICE & LSE Compass: Year 11 Summer School - Approximately £450 before tax

Promoting Potential Spring School & Top- Up Days – Standard hourly rate of £13.29

Flexibility

To deliver services effectively, a degree of flexibility is needed, and you will also be expected to carry out any additional tasks as directed by the Course Director/Course Leader/ WP Team.

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.