



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 Summer School Course Director

Department/Division: Widening Participation

Accountable to: WP Officer

WP 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 runs non-residential summer schools for London state school pupils.

LSE CHOICE gives 17 – 18 year olds the tools they need to gain entry to a Russell Group institution through in depth study, masterclasses and information and guidance workshops. The 7 month programme starts with a week long summer school from Monday 24 - Friday 28 August 2020 and continues with Saturday masterclasses.

The WP team are looking for Course Directors in the following subject areas for the summer school component of CHOICE:

LSE CHOICE

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



Duties/Responsibilities

Requirements and Expectations:

- As Course Director, you will be responsible for developing and delivering some academic content for the LSE CHOICE summer schools.
- You will be passionate about your subject, engaging, and have prior experience of teaching and working with young people.
- Working independently within certain guidelines, you will develop the theme, format and structure of the summer school week. You will have the opportunity to teach some sessions, though you will also be expected to secure LSE academics and externals to enrich the programme. As such, you will need undergraduate teaching (or similar) experience and, ideally, experience of working with young people.
- Your role will be key in encouraging pupil interaction during lectures, discussions, workshops. You will also have primary responsibility for pupils' pastoral care.
- You will also need to accompany pupils on an external visit which you will need to organise.

Throughout the week you will have support from two Course Assistants who will be current LSE students. The Course Assistants will have responsibility for supporting and assisting the Course Director to deliver a successful summer school. As such, they will help ensure that participants enjoy a good balance between work and enjoyment. In addition, they will facilitate group activities, providing individual class room support where necessary.

Contractual Commitment

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

In order to carry out this role effectively, you will be required to independently plan and organise the summer school. Please refer to the sample timetable to gain a better idea of the structure of the week. You will receive support from the WP Officer, who will at times require progress reports and the completion of necessary paperwork.

All staff will need to attend a half-day day training session on **Wednesday 05 August 2020 PM**. You will also need to attend the following:

Planning Meetings: (TBC but attendance is compulsory)

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

Course Leaders/Directors are paid approximately £1,300 before tax

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.

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.