



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: LSE Compass: Year 11 Summer School Course Leader

Department/Division: Widening Participation Team 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 summer schools for London state school pupils.

LSE Compass is an exciting opportunity for 15 – 16 year old pupils to take part in a week long non-residential summer school, providing them with a taster of the range of social science subjects available to them at university. The programme will run from Monday 1 – Friday 5 July 2019.

The WP team are looking for Course Leaders in the following subject areas:

Economics, Law, Sociology, Government/Politics and History.

Requirements and Expectations:

- As Course Leader, you will be responsible for developing and delivering some academic content for the LSE Compass.
- Working independently within certain guidelines, you will develop at least three subject specific workshops to be delivered on the programme. You will deliver these to groups of approximately 30 pupils. 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.
- In addition, you will need to arrange a subject specific off-site visit for 30 pupils.
- You will also have pastoral responsibility for one class on the programme (approximately 30 pupils). You will be passionate about your subject, engaging, and have prior experience of teaching and working with young people.



Throughout the week you will have support from two Course Assistants. The Course Assistants will have responsibility for supporting and assisting the Course Leader 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 Leaders 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 subject specific components of the summer school. 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 the following:

Launch event: Wednesday 26 June 2019 - PM

Staff training: Thursday 20 June 2019 - PM

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

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

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.