



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 post holder.

Job title: Promoting Potential Programme Course Director

Department/Division: Widening Participation (WP) Team (Academic Registrar's Division)
Accountable to: Widening Participation Officer

Job Summary

Now in its ninth year, LSE's Promoting Potential Programme offers Year 8 boys, from African and Caribbean backgrounds attending London state schools, the opportunity to take part in a three-day non-residential Spring School, plus two Top-Up days, taking place in August and November. During the Programme pupils take part in a range of social science classes as well as skill development workshops designed to raise their aspirations and awareness of university.

As Course Director, you will be responsible for the development and delivery of the academic content of the Programme, in conjunction with the Widening Participation Officer. Working independently within certain guidelines, you will have the opportunity to deliver some sessions as well as also being expected to secure LSE academics, PhD students and external speakers to enrich the programme.

You will also arrange and accompany pupils on a half-day off-site visit.

Throughout the Programme you will have support from five Course Assistants (usually current LSE undergraduate students). The Course Assistants will have responsibility for supporting and assisting the Course Director to deliver a successful Programme and they will help ensure that participants find a good balance between work and enjoyment.

The 2020 Promoting Potential Programme will take place on the following dates:

Promoting Potential Spring School: Monday 6 – Wednesday 8 April 2020

Top Up Day 1: Wednesday 26 August 2020

Top Up Day 2: Saturday 14 November 2020

Successful Course Directors will be required to commit to all above dates.

Duties and Responsibilities

We are seeking to recruit two Course Directors, each of whom will have responsibility for a class of approximately 25 participants.

Teaching

- Contribute to the pupils' intellectual development through the design, and some delivery, of the programme timetable.
- Encourage pupil engagement and interaction during lectures, discussions, workshops.
- Provide information and guidance to pupils on the Promoting Potential Programme.



You will have primary responsibility for the safety, pastoral care and wellbeing of the pupils at all times by:

- Undertaking risk assessments in line with relevant Child Protection and Health and Safety policies
- Staying informed of relevant child protection, safeguarding and departmental policy and procedures
- Reporting concerns, issues or other matters to the relevant person(s); where relevant this should be in adherence with any applicable policies, such as those highlighted above.

You will be passionate about, and have prior experience of, working with young people, preferably in a teaching or leadership capacity. Given the age of the participants (12 – 14 years) you will be expected to have classroom management experience.

You will receive support from the Widening Participation Officer, who will at times require progress reports and the completion of necessary paperwork.

Contractual Commitment

Course Directors are expected to commit to all five days of the Programme (three-day Spring School plus two Top Up Days), and to undertake prior preparation and training. During the Programme, working hours are 08.30 – 16.30 daily.

In order to carry out this role effectively, all Course Directors will need to attend the staff training event (evening of Thursday 26 March 2020) and the programme launch event (evening of Wednesday 1 April 2020).

Remuneration

Course Directors will be paid approximately £1,300 (before tax) for the full five days (Spring School and Top Up days).

LSE (WP) Child Protection Policy

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.