

FURTHER PARTICULARS

Seminar Leaders for The Politics of Policymaking **Blavatnik School of Government, Oxford**

Overview of role

The Blavatnik School of Government, Oxford University, is seeking to engage great teachers to serve as seminar leaders for “The Politics of Policymaking” (PoP), a core class in our Masters of Public Policy course.

PoP is the flagship political science course in the Blavatnik School curriculum. It seeks to show students how theories, concepts, and findings from the study of politics can support successful policymaking. Covering a wide range of topics and subjects through a mix of lectures, case studies, and seminar discussions, PoP aims to empower students to “think politically.”

Seminar leaders play a critical role in PoP. They are responsible for leading weekly discussion groups of students. This task involves working with the teaching team to develop weekly lesson plans that review key ideas and help students apply them to practical policy challenges via discussion.

The Master in Public Policy (MPP)

The MPP aims to develop practitioners rather than academics. Our current MPP class consists of 140+ students from different countries and territories around the world. Our students, who are aged between 22 and 49 years of age, have all been selected because of their outstanding academic achievements, their proven commitment to public service, and their capacity to show leadership and have real world impact. Students come from a range of different academic and socio-economic backgrounds and come with different levels of policy experience and exposure. Student profiles are available at <http://www.bsg.ox.ac.uk/people>.

Terms of Reference:

As a Seminar Leader, you will join the PoP team:

- [Anna Petherick](#) (departmental Lecturer in Public Policy)
- Professor [Thomas Elston](#) (associate professor in Public Administration)

As a seminar leader, your core responsibility will be to deliver three seminars per week for groups of students. Additional responsibilities include: attending each week's teaching sessions and participating in marking formative and summative assignments. While the bulk of work will be concentrated in Hilary Term, planning and marking activities may extend a bit before and after this period.

You will be required to undertake the Social Sciences Division Preparation for Learning and Teaching course if you have not already received equivalent training: <http://www.learning.ox.ac.uk/teaching/>.

Time commitments:

- Weekly contact time with students: 4 hours per week.
- Estimated preparation time and marking, including attending teaching sessions: on average 11 hours.

Seminar Leaders Duties:

Seminar Leaders are expected to:

- Act as seminar leader for three seminar groups.
- Mark and provide feedback on formative and summative assignments for each seminar student.
- Provide written feedback on each seminar student at the end of Hilary Term.

Payment will be on the Grade 6.1 scale (starting at £15.37 per hour). Pay will be based on hours invoiced. All time spent on the course qualifies for payment. Appointees will be encouraged to invoice all preparation hours.

Seminar Leaders can expect to devote approximately 159 hours throughout the term.

| Tasks | Duration | Frequency | Estimate of Total Hours |
|---|--|-----------------------------|------------------------------------|
| Pre-course orientation and training | 4 hours | Once before teaching starts | 4 hours |
| Weekly Seminars | 4 hours | Weekly per Group | 4 hr x 8 weeks = 32 hours |
| Reading of core material | 4 hours | Weekly | 4 hr x 8 weeks = 32 hours |
| Preparation | 4.5 hours | Weekly | 4.5 hr x 8 weeks = 36 hours |
| Office hours | 4 hours | During week 9 | 4 hours |
| Attending lecture and panels (or viewing online if appropriate) | 2.5 hours | Weekly | 2.5 hr x 8 weeks = 20 hours |
| Student work marking | Formative marking: est. 10 hours Summative marking: est. 16 hours | | Estimated 26 hours |
| Student end of term feedback | | Once, at the end of term | Estimated 5 hours |
| | | | Total Hours = 159 hours |

How to Apply

If you are interested, please email your CV and a 1-2 page cover letter explaining why you would like to join the PoP team and also how your experience will contribute to the success of the course – please mention any previous teaching experience (which is not necessarily required) in the letter – to recruit@bsg.ox.ac.uk by **12 noon on 21 October 2020**.

We would welcome applications from those currently based in the UK, or overseas and who plan to be in Oxford in January 2021. Please note that you must have the right to work in the UK at the time of the teaching.

The University of Oxford takes seriously its responsibilities under the General Data Protection Regulation (GDPR) and associated data protection legislation. Please refer to our 'Job Applicants' privacy notice' available here (<http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/>) for details of our approach to processing your data.