

FURTHER PARTICULARS

Job title	Online Learning Facilitator
Grade and salary	Grade 4: £11.81 - £13.63 per hour, plus holiday pay (12.07%)
Hours	Variable – up to 20 hours per week (hours may vary from week to week)
Contract type	Casual teaching engagement
Closing date	12 noon (UK time) on 2 August 2021

Overview of the role

The Blavatnik School of Government is seeking to engage up to six casual Online Learning Facilitators to support the [Master of Public Policy](#) (MPP) team for the 2021/2022 academic year.

The reality of the ongoing pandemic means that for some of our learning sessions (lectures, interactive Q&As, applied and case-study discussions, etc.) for MPP, some students will be attending the physical classrooms in the Blavatnik School building whilst others will be attending via the online platform (Zoom). Those attending online may be located in 'red list' countries, unable to exit those countries, or unable to enter the UK; others may be in Oxford but self-isolating. We want all of our students, regardless of location and circumstance, to have an outstanding educational experience and to be able to participate fully in the MPP.

To facilitate classroom learning in such "hybrid" (in-person and online) environments, we introduced the role of Online Learning Facilitator ('OLF'). The OLF is a trusted person supporting the member of faculty or guest lecturer who is teaching, enabling them to focus on the teaching and enabling all of our students to participate fully in the classroom, regardless of location. Alongside this, we have developed classroom norms with our MPP students and convenors, so we all operate to a shared framework. The OLF plays an important role in ensuring these classroom norms are upheld.

Our larger and more complex teaching sessions are also supported by the audio visual (AV) team and the OLF will work closely with them, but will maintain responsibility for the full range of OLF duties and will need to be actively monitoring each teaching session and be responsive to what is happening in the classroom.

Responsibilities

Prior to classes:

- Liaise with convenors ahead of teaching sessions to establish their plans and requirements for teaching in hybrid mode.
- Check the Zoom URL links are identical on Outlook and on Canvas, the student virtual learning environment (VLE).

During classes:

- Join sessions 20 minutes before the start time, ensure the convenor is also signed in, and check the technical side is all working.
- Monitor students joining the waiting room, ensure they are logged on securely to Zoom with their Single Sign-On and provide advice to students on basic technical issues in relation to joining the class.
- Take attendance, ensuring that students joining online have registered their attendance and that students in-person have tapped in.
- Once the convenor is ready to start, let students into the session from the waiting room.
- Support the convenor in managing hands-up, chat, polling, screen sharing, whiteboards and other Zoom functions, to enable the convenor to deliver as interactive and inclusive a class as possible.
- Be present throughout the class and actively monitor the session, including both what is happening in the physical classroom and on Zoom, intervening where needed to ensure the session runs smoothly and students can participate fully.
- Monitor the cameras via a push button system to ensure that the lecturer, class and speaker views correlate with what is happening in the live classroom, and intervene where needed.
- Triage and escalate any technical issues to the AV team.

General:

- Ensure that classroom norms are upheld, intervening where necessary to ask students to uphold these.
- Flag any student welfare concerns to the Degree Programmes Manager.

Initial training will be provided, covering the use of all technology, including Zoom, AV equipment and attendance tracking. There will be regular knowledge-sharing and best practice sessions (these will be paid).

OLFs will be expected to be present in-person for teaching sessions, either in lecture theatres/teaching spaces or in translation booths, subject to changes in government guidance and University policy.

OLFs will need to respect the confidentiality of teaching discussions and of the teaching material, which is the intellectual property of faculty of the Blavatnik School of Government.

Selection criteria

- Excellent interpersonal skills, including the ability to work well with students, professional staff and academics, using tact and diplomacy.
- Good judgement and calm under pressure, knowing when to step in and when to escalate something.
- Confident user of technology, particularly Zoom, and the ability to learn quickly.
- Commitment to professional standards of support and to building a community of best practice with other OLFs and professional services staff.
- Commitment to the mission of the Blavatnik School of Government.

This casual teaching engagement would start from mid-September 2021 for all Michaelmas term, with possibility of extension until March 2022 or June 2022 depending on the MPP course requirements.

How to apply

Please email your CV and a one-page cover letter highlighting your most relevant experience and the contribution you would make to recruit@bsg.ox.ac.uk with the subject "Casual OLF - application".

You would be based at the Blavatnik School of Government, Oxford for the hours that you are supporting teaching sessions. You must have the right to work in the UK.