

## FURTHER PARTICULARS

### Seminar Leaders for The Politics of Policymaking Hilary Term 2022

#### Overview of role

The Blavatnik School of Government is seeking to engage great teachers to serve as seminar leaders for “The Politics of Policymaking” (PoP), a core class in our [Master of Public Policy](#) (MPP) 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 and international relations 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 a weekly lesson plan that reviews and extends key ideas and helps 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:

- Professor [Tom Hale](#) (Associate Professor in Public Policy)
- Professor [Thomas Elston](#) (associate professor in Public Administration)

As a seminar leader, your core responsibility will be to deliver up to three seminars per week (on a single day) during Hilary Term.

Additional responsibilities include: attending pre-module training; attending each week's teaching sessions; ensure you are familiar with the module content; preparatory reading; marking up to two formative assignments during Hilary Term, and marking an allocation of summative assignments during Trinity Term.

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.
- Estimated preparation time and marking, including attending teaching sessions: on average 11 hours per week.

### **Seminar Leaders Duties**

Seminar Leaders are expected to:

- Act as seminar leader for up to three seminar groups.
- Mark and provide feedback on formative assignments during Hilary Term.
- Provide written feedback on each seminar student at the end of Hilary Term.
- Mark summative assignments during Trinity Term, and reconcile with co-markers.

Seminar Leaders are also expected to:

- Be acquainted with the materials in the teaching sessions and the key readings on the reading list.

Payment will be at the rate of £15.60 per hour (Grade 6.1), plus holiday pay (12.07%). 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 173 hours throughout the term.

<b>Tasks</b>	<b>Duration</b>	<b>Frequency</b>	<b>Estimate of Total Hours</b>
Pre-course orientation and training	4 hours	Once before teaching starts	<b>4 hours</b>
Weekly Seminars	4 hours	Weekly	4 hr x 8 weeks = <b>32 hours</b>
Reading of core material	4 hours	Weekly	4 hr x 8 weeks = <b>32 hours</b>
Preparation	4.5 hours	Weekly	4.5 hr x 8 weeks = <b>36 hours</b>
Office hours	4 hours	During Week 9	<b>4 hours</b>
Attending lectures and panels (or viewing online if appropriate)	2.5 hours	Weekly	2.5 hr x 8 weeks = <b>20 hours</b>
Student work marking	Formative marking: est. 20 hours  Summative marking: est. 20 hours		Estimated <b>40 hours</b>
Student end of term feedback		Once, at the end of term	Estimated <b>5 hours</b>
			<b>Total Hours = 173 hours</b>

## **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](mailto:recruit@bsg.ox.ac.uk) with the subject “Seminar Leader PoP – Hilary Term 2022”.

We would welcome applications from those currently based in the UK, or overseas and who plan to be in Oxford in January 2022. Please note that you must have the right to work in the UK at the time of the teaching.

The closing date for applications is **12:00 noon (UK time) on Friday 15 October 2021**.