

FURTHER PARTICULARS

Seminar Leaders for The Politics of Policymaking Hilary Term 2023

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, in Hilary Term 2023.

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 144 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>.

Responsibilities

You will join the PoP team:

- Professor [Tom Hale](#) (Associate Professor in Public Policy)
- Professor [Maya Tudor](#) (Associate professor of Government and Public Policy)

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/support/teaching/programmes/plto/>.

Duties:

- Act as seminar leader for up to three seminar groups, holding 75-minute long weekly seminars with these seminar groups. To cover the relevant material, this requires you to:
 - Attend lectures and panels (or viewing online if appropriate)
 - Read core material
- Hold office hours (in Week 9)
- Mark and provide feedback on formative assignments during Hilary Term
- Provide written feedback on each seminar student at the end of Hilary Term

Hours:

Seminar Leaders can expect to devote approximately 153 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	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 lectures 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. 20 hours	2 assignments per Term	Estimated 20 hours
Student end of term feedback		Once, at the end of term	Estimated 5 hours
			Total Hours = 153 hours

Seminar leaders will also be expected to mark summative assignments during Trinity Term (estimated 20 hours), and reconcile with co-markers. Please note this work will be paid separately and at a different rate.

Selection criteria

- Hold a doctoral degree in political science or closely related field (advance graduates having passed confirmation of status will also be considered).
- Experience of research in a relevant field.
- Excellent oral and written communication skills.
- A systematic, thorough and well-organised approach to work.
- A committed and collaborative team player.
- Relevant previous teaching experience.

Payment will be at the rate of £16.49 per hour (Grade 6.1), plus hourly holiday pay (12.07%).

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 with the subject “Seminar Leader PoP – Hilary Term 2023”.

We would welcome applications from those currently based in the UK, or overseas and who plan to be in Oxford in January 2023. 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 **Thursday 1 December**. **Interviews are expected to take place on 2 December 2022.**