

BLAVATNIK SCHOOL OF GOVERNMENT

Summary

Job title	Teaching Associate for Foundations
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 6: £34,982 - £40,855 (with a discretionary range to £44,382) per annum, dependent on experience. Pro-rata for variable hours appointments
Hours	Variable hours
Contract type	Fixed-term (1 year)
Reporting to	Module convenors: Eniqlá Ànúolúwapó Sòyemí and Tom Simpson
Vacancy reference	179061
Additional information	The closing date for applications is 12 noon (UK time) on Thursday 15 May 2025

The role

The Blavatnik School of Government is seeking to recruit a Teaching Associate to join the teaching team for the compulsory **Foundations** module within the Master in Public Policy (MPP).

As a Teaching Associate, you would be expected to: serve as a Seminar Leader; take a lead role with respect to organisation of seminars; contribute to assessment; assist the module convenors with administration. There may also be opportunities to undertake a small amount of lecturing and case study teaching. While primary teaching on the Foundations module occurs in Michaelmas term, other Teaching Associate duties may be spread out over the full academic year.

This is a flexible, variable hours position (estimated 20-25 hours per week during Michaelmas teaching term). Your pay will be based on submitted hours covering preparation and delivery of teaching, administration, and marking. The hourly rate is



determined by the Grade 6 scale. You will be an employee of the University and therefore entitled to holiday and sickness pay (pro-rata with your hours) as well as a range of other [staff benefits](#).

This is a unique opportunity to gain valuable teaching experience at a graduate level within a friendly, dynamic, and world-class school of public policy. You will have the opportunity to engage with highly motivated students drawn from across the world who bring a range of professional and policy experiences, often at senior levels.

A summary of the Foundations module is provided below:

The aim of Foundations is to prepare students to reflectively and critically evaluate the moral commitments that do, and should, inform public policy. The course addresses some key questions that every government must resolve. It focuses on the following five framework questions: What is the aim of government? What are the limits on its action? What do governments owe future generations? Who gets what? and Who decides? The course also develops students' philosophical and ethical understanding through practical reflection on some policy areas that engage these questions and are of contemporary concern. These include gender, religion, migration, historical injustice, and protest and revolution. In closing, we explore some of the moral dilemmas that arise for individuals who deliver public policy. Case studies ensure that moral and political principles are applied practically.

Responsibilities

Serve as a seminar leader:

- Attend School-run training sessions and meetings.
- Run three-four seminar groups per week during term time.
- Provide feedback to students on their seminar performance.

Organisation of seminars:

- Work with module convenors to prepare seminar materials (tasks, student handouts, guidance for seminar leaders) and learning objectives.
- Act as a first point of contact for, and provide guidance to, seminar leaders.
- Organize start-of-term and subsequent weekly meetings for seminar leaders.
- Gather and analyse feedback from students and seminar leaders and modify seminar content as needed.

Contribute to assessment:

- Mark and provide written feedback on formative written assignments for each student in each of your seminar groups.
- Work with module convenors to check and maintain good standards on the formative assignment marks and feedback of other seminar leaders.
- Be willing to serve as an assessor for summative assessments (if asked to do so by the module convenors), including attending marking meetings.

Assist with module administration:

- Be willing to contribute to preparation and development of module materials (e.g., syllabus and reading lists), and to liaise with the Programmes Team, as directed by the module convenors.

Selection criteria

Essential selection criteria

1. Relevant Master's degree in political philosophy/political theory.
2. Experience and excellence in teaching, and leading seminars.
3. Ability to teach to non-specialists.
4. Commitment to policy relevant teaching.
5. Sufficient depth and breadth of knowledge in political philosophy to develop module materials.
6. Familiarity with the existing literature and research in the field.
7. Excellent written and spoken communication skills.
8. Excellent interpersonal, time management and organisational skills necessary to work as part of a team and undertake teaching and course administration.

Desirable selection criteria

1. A doctorate in Political Philosophy or Political Theory.
2. Experience of public service (e.g., policy advice, consultancy, employment).

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

The Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010 and our founding dean is [Professor Ngaire Woods](#). We admitted the first 38 Master of Public Policy (MPP) students in 2012 and we currently accept around 150 MPP students and around eight doctoral students a year. We also accept a small group of students for our MSc in Public Policy Research.

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. You can find more information on the [Blavatnik School of Government's website](#).

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post. This should be in your own words and provide examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the HR team directly on recruit@bsg.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.