The Department of Social Policy and Social Work would like to invite applications to the position of PGWT as part of the team delivering both Undergraduate and Masters-level content across a range of modules. While applicants will need to demonstrate a clear understanding of the subject matter raised in modules they wish to teach, applications are not restricted to post graduates within the Department of Social Policy and Social Work.

**Position one: PGWT in Social Policy – Seminar leader**

PGWT are required to lead weekly one-hour seminars in a range of first and second year undergraduate modules (see list below). In some of these modules PGWT will also be required to mark assessment scripts (up to 3,500 words per script in length), for which they will be remunerated in accordance with the standard university rate.

Within this role PGWT are expected to facilitate student learning, undertake teaching activities and provide appropriate guidance as required. Prospective candidates will be judged on the quality of their subject knowledge, experience of teaching, and communication skills (see person specification below).

PGWT would usually be responsible for at least two groups of a single module per teaching week over the first two terms of the academic year, and the first 2 weeks of the summer term. However, applications will be considered from those who wish to commit to more groups subject to PhD supervisor agreement.

**Key responsibilities**

- Teach and facilitate student learning
- Monitor performance and give feedback and guidance on student work
- Help students to make sense of their learning within the context of the module and programme
- Attend meetings relating to student programmes on which they teach
- Attend associated teaching and training where appropriate
- Act as a catalyst for further development and learning

**Modules – all weekly seminars for Autumn and Spring term**

- Introducing Social Policy (Yr 1) – will include marking responsibility
- Introducing Sociology and Social Psychology (Yr 1) - will include marking responsibility
- Politics and Economics for Social Policy (Yr 1) – will include marking responsibility
- Exploring Social Policy and Society (Yr 1) – will include marking responsibility
- Introducing Criminal Justice (Yr 1) – will include marking responsibility
- Policy Process (yr 2) – no marking required. Seminars finish week 4 of Spring Term

**Rate of pay**
The role of seminar leader involves the use of existing materials and also involvement on the part of the PGWT team in the development of teaching materials, so this position is being advertised at the Level 2 hourly rate:
http://www.york.ac.uk/admin/hr/managers/casual_workers/pgwt/?show=pgwt-rates

**Position two: PGWT in Social Policy– Demonstrator**
PGWT are required to demonstrate on the Advanced Quantitative Methods module (Masters level), for which they will be remunerated in accordance with the standard university rate.

Within this role PGWT are expected to facilitate student learning, undertake teaching activities and provide appropriate guidance as required, which may be of a complex, technical nature. Prospective candidates will be judged on the quality of their subject knowledge (especially their technical knowledge), experience of teaching, and communication skills (see person specification below).

No marking of assessment scripts will be required of PGWT employed as demonstrators.

**Key responsibilities**
- Provide classroom support for the session leader
- Facilitate student learning through demonstration and questioning
- Monitor performance and give feedback and guidance on student work
- Help students to make sense of their learning within the context of the module and programme
- Attend meetings relating to student programmes on which they teach
- Attend associated teaching and training where appropriate
- Act as a catalyst for further development and learning

**Rate of pay**
This work will be remunerated at the University’s standard demonstrator rate:
http://www.york.ac.uk/admin/hr/managers/casual_workers/pgwt/?show=pgwt-rates

**Position three: PGWT in Social Policy– Demonstrator (two sessions)**
PGWT are required to demonstrate on the Comparative Social Policy module (year two), for which they will be remunerated in accordance with the standard university rate. This is a rather smaller engagement, with only two lab sessions totalling 4 hours in the Spring Term.

Within this role PGWT are expected to facilitate student learning, undertake teaching activities and provide appropriate guidance as required. Secure knowledge of Excel and SPSS is essential. Prospective candidates will be judged on the quality of their
subject knowledge (especially their technical knowledge), experience of teaching, and communication skills (see person specification below).

No marking of assessment scripts will be required of PGWT employed as demonstrators.

**Key responsibilities**
- Provide classroom support for the session leader
- Facilitate student learning through demonstration and questioning
- Monitor performance and give feedback and guidance on student work
- Help students to make sense of their learning within the context of the module and programme
- Attend associated teaching and training where appropriate
- Act as a catalyst for further development and learning

**Rate of pay**
This work will be remunerated at the University’s standard demonstrator rate: [http://www.york.ac.uk/admin/hr/managers/casual_workers/pgwt/?show=pgwt-rates](http://www.york.ac.uk/admin/hr/managers/casual_workers/pgwt/?show=pgwt-rates)

**Position four: PGWT in Social Policy– Demonstrator**
A PGWT is required to demonstrate on the Policy Process module (year two) during weeks 7-10 of the Spring Term, for which they will be remunerated in accordance with the standard university rate. This is a short but sometimes ‘intense’ engagement.

A very different format from most others, the PGWT is required to take on the role of a lead journalist as part of a ‘Recreating Government Workshop’. In this role The PGWT would be required to attend two-and-a-half hours of contact time per week (weeks 7-10), but would also need to write ‘newspaper stories’, upload these stories to the VLE and in some cases, undertake an element of investigative journalism. The total time commitment is likely to be within the range of 15-20 hours.

No marking of assessment scripts will be required of PGWT employed as demonstrators.

**Key responsibilities**
- Provide classroom support for the session leader
- Facilitate student learning through role play
- Help students to make sense of their learning within the context of the module and programme
- Attend associated teaching and training where appropriate
- Act independently as a catalyst for further development and learning
- Manage online content of one section of the VLE

**Rate of pay**
This work will be remunerated at the University’s standard demonstrator rate: [http://www.york.ac.uk/admin/hr/managers/casual_workers/pgwt/?show=pgwt-rates](http://www.york.ac.uk/admin/hr/managers/casual_workers/pgwt/?show=pgwt-rates)
Position five: PGWT in Social Policy– Demonstrator (One session)

Five PGWTs are required to demonstrate on the Policy Process module (year two), for which they will be remunerated in accordance with the standard university rate. This is a rather smaller engagement, with only one two-hour session during the Spring Term.

A very different format from most others, PGWTs are required to take on ‘roles’ of government lobbyists in a ‘Recreating Government Workshop’. Character briefs and speeches are developed by the module staff and the PGWTs adopt these roles so as to lobby ‘Government Ministers’ played by undergraduate students.

No marking of assessment scripts will be required of PGWT employed as demonstrators.

Key responsibilities

- Provide classroom support for the session leader
- Facilitate student learning through role play
- Help students to make sense of their learning within the context of the module and programme
- Attend associated teaching and training where appropriate
- Act as a catalyst for further development and learning

Rate of pay

This work will be remunerated at the University’s standard demonstrator rate: [http://www.york.ac.uk/admin/hr/managers/casual_workers/pgwt/?show=pgwt-rates](http://www.york.ac.uk/admin/hr/managers/casual_workers/pgwt/?show=pgwt-rates)

How to apply

Please e-mail your application and/or any queries to the Deputy Head of Department, Department of Social Policy & Social Work Dr Lisa O’Malley (lisa.omalley@york.ac.uk)

Applications should include:

- What position you are applying for
- Which modules you are interested in teaching and your suitability for teaching these modules
- A brief teaching profile outlining any experience you have had of teaching and any training and/or qualifications you hold and deem relevant to the post
- Please also indicate when you are available to teach and how many hours you would like to teach per week.

It is acceptable to apply to teach and/or demonstrate on more than one module using a single letter of application.

Additional information

Training and development

All PGWT employed to undertake paid teaching should undertake the mandatory and recommended training outlined in the revised University Policy for PGWT. In
addition, PGWT may be required to undertake subject specific training that could include training courses and review sessions, as well as undertaking sessions with a mentor as a trainee. Note that all training is obligatory and that time spent undertaking training does not count towards contact hours. All PGWT will be appointed subject to a probationary period, during which time PGWT will be expected to attend training sessions, engage with peer-observation, and where necessary shadow a member of academic staff and/or attend lectures related to the seminars they teach.

Key dates
- Friday 8th September, 4pm: Deadline for applications
- Week commencing 11th September: Interviews (if required)
- Notification of successful candidates Friday 15th September
- Friday 22nd September 2017: PGWT training and induction session within SPSW
## PGWT in Social Policy: Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td>• Relevant 1st degree</td>
<td>• For the Advanced Quantitative Methods module, a qualification in a relevant M-Level subject</td>
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<td>• Enrolment on research degree</td>
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<td><strong>Knowledge</strong></td>
<td>• Subject specific knowledge required for all modules</td>
<td>• Knowledge of subjects within a Social Policy and/or Social Work context</td>
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<td><strong>Skills/abilities/ competencies</strong></td>
<td>• Ability to teach to undergraduate and/or postgraduate level</td>
<td>• Ability to adapt existing content</td>
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<td>• Ability to communicate ideas, definitions, and feedback, clearly and effectively</td>
<td>• Ability to utilise the Virtual Learning Environment</td>
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<td><strong>Experience</strong></td>
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<td>• Experience teaching at undergraduate and/or graduate level</td>
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<td><strong>Personal Attributes</strong></td>
<td>• Willingness to engage with training</td>
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<td>• Ability to work in teams</td>
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<td>• Sympathetic and understanding approach to the needs of students</td>
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