Main Duties and Responsibilities

1. The three Junior Deans support the Dean as the Dean’s deputies and assistants in both the Dean’s welfare and disciplinary role. This is a responsible position, in which the Junior Deans are frequently in the ‘front line’ of decanal work in the college, particularly in the evenings and at weekends. They are expected to provide a timely and appropriate response to students with health or welfare issues, and to assist in maintaining agreed college regulations. They carry authority delegated by the Dean as a College Officer and need to conduct themselves accordingly, and in a manner which commands respect from undergraduate and graduate students. In particular, when on duty they need to be and remain able to carry out their duties promptly, properly and conscientiously at all times.

2. The Junior Deans are expected to provide on call cover during evenings and weekends during Full Term and in the weeks before and after each term. Some queries that come to the Porters’ Lodge may be passed over to the Junior Deans, who should be readily contactable when on call on a College-issued mobile phone and be within twenty minutes walking distance of the College’s main site.

3. There are no set hours of work. Junior Deans are required to work such hours as are necessary to carry out their duties to the satisfaction of the College. However, the hours worked will not be more than 20 hours each week. The hours are shared equally between the three Junior Deans on the basis of an on call duty rota which is drawn up by mutual agreement between the Junior Deans and circulated to the Lodge and Dean.

4. The Junior Deans are responsible for responding to minor emergencies, such as illness, urgent student welfare issues, and calls concerning College safety, during on call hours. When not on call, Junior Deans may be requested to respond to minor emergencies.

5. Although they have no specific counselling role, the Junior Deans are frequently consulted by undergraduate and graduate students.

6. The Junior Deans meet with the Dean regularly and are also expected to provide the Dean with a written summary of their activities at the end of each term. The Junior Deans are also required to submit to the Dean a weekly account of hours worked to demonstrate that hours worked are not more than 20 hours each week.

7. Outside of Full Term, and the weeks immediately before and after, the Junior Deans are free to take leave at their discretion, subject to approval by the Dean. Please note that during the vacations one Junior Dean is expected to remain on call (in rotation) for welfare issues.

8. Junior Deans are required to undertake a First Aid course, and the welfare training sessions run by the University Counselling Service.

Occasional Duties

1. The Junior Deans have some administrative duties.
a) regular meetings with members of the JCR and MCR committees

b) liaison with College staff: eg. the Academic Registrar and the College Nurse

c) membership of the College Welfare Committee

d) invigilation of College collections (exams) in 0th week at the start of each term. The Junior Deans will be expected to undertake the University training for invigilators.

2. During term time, a Junior Dean needs to remain available until the agreed closing-down time for parties.

3. The Junior Deans deal with any complaints about noise.

4. The Junior Deans, in consultation with the Dean and Domestic Bursar, are responsible for arranging fire practices in college accommodation.

5. Other duties may be assigned to the Junior Deans by the Dean from time to time.

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