Main Duties and Responsibilities

1. The three Junior Deans support the Dean as the Dean’s deputies and assistants in the Dean’s welfare and disciplinary roles. 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 week before and two weeks 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 on welfare issues.

6. When on call, the Junior Deans respond to any complaints about noise. They are supported by the Lodge staff in this role.

7. During term time, a Junior Dean needs to remain available until the agreed closing-down time for parties. The three Junior Deans are also expected to be present on site for the duration of the College Ball in Trinity Term.

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

9. The Junior Deans meet with the Dean regularly and may also be required to provide the Dean with a written summary of their activities at the end of each term.

10. Junior Deans are required to undertake a First Aid course and the Junior Dean training sessions run by the University Counselling Service, including fortnightly supervision sessions throughout the term.
11. 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 and Health and Safety Committee.

12. The Junior Deans are given the option of becoming an invigilator for College collections. Additional payment will be given for invigilation sessions.

13. Outside of Full Term, and the week immediately before and the two weeks immediately after Full Term, the Junior Deans are free to take leave at their discretion, subject to approval by the Dean.

Person Specification

Essential skills and experience

Applicants should:

- Be studying for a graduate degree at the University of Oxford (not on a taught Masters or BMBCh)
- Be able to work independently, as well as within a team
- Be approachable and open minded
- Be a good communicator and able to convey decisions clearly and firmly

Desirable skills and experience

Applicants should preferably have experience of working with young people in a teaching, welfare or disciplinary role.

Application Process

Applications should consist of a full curriculum vitae and a letter outlining suitability for the post and any relevant experience.

Applications should be sent to recruitment@st-hildas.ox.ac.uk by 5pm on 10 July 2020.

References:

Two referees should be asked to write direct by the same date. One of the references should be from someone who is able to comment on the applicant’s suitability for the post. The other reference should be from the applicant’s university supervisor who is simply required to confirm that the applicant is in good academic standing.

It is expected that interviews will be held in the week beginning 20 July.

June 2020