Junior Dean
Further Particulars

Job Title: Junior Dean
Department: Welfare and Wellbeing Team
Remuneration: Free accommodation, free meals and a stipend of £1,700 pa *
Contract Type: Fixed for 1 year in the first instance
Hours: Variable
Responsible to: The Dean

The College proposes to appoint a Junior Dean to commence in Michaelmas Term 2020 (i.e. the start of October 2020), for a period of one year, with the possibility of renewal for a second year. This role is likely (but not certain) to be based in our Main Site accommodation (see below).

There are four Junior Deans at Hertford, two responsible primarily for the Main Site in Catte Street, one responsible primarily for students living in the Folly Bridge (South Oxford) accommodation and the fourth responsible primarily for students living in North Oxford accommodation. All four Junior Deans will assist the Dean, Student Conduct Officer and other College Officers in the smooth running of the College, and work together on a cooperative basis.

The College

Hertford is one of the larger Oxford colleges, with roughly 650 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was refounded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty fellows, the majority of whom are involved in undergraduate teaching. In addition, thirty lecturers supplement teaching provision, and around 100 members of administrative and domestic staff coordinate and support key activities. Fellows, lecturers and students are drawn from a range of disciplines across the four Divisions (Humanities, Social Sciences, MPLS, and Medical Sciences). Academic and administrative offices are on the main site, as is accommodation for many students, complemented by further accommodation for both graduates and undergraduates at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high.
For over 50 years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.

Outside of the three 10-week terms, during Easter and summer, the College is exceptionally busy hosting the International Programme.

The Responsibilities

A. Welfare and Wellbeing
The Junior Deans are an important component of the College Welfare and Wellbeing Team and as such will serve as advisors to students and student groups. This involves helping students to understand and resolve problems. At times it may require that they act as intermediaries with tutors and other officers of the College. The Junior Deans are not trained counsellors but rather first points of contact. Consequently, their welfare role will, when appropriate, involve referring students to a more qualified counsellor or service, in liaison with other members of the Welfare Team. Junior Deans will receive appropriate training for the role, as well as regular supervision sessions throughout the year.

B. Citizenship
The Junior Deans are expected to maintain an atmosphere in College conducive to learning by enforcing the rules and regulations of Hertford College and the University of Oxford. The most common disciplinary issue dealt with concerns noise. The Junior Deans are expected to exercise their own judgement in the upholding of College rules, with advice from the Student Conduct Officer or other Junior Deans where required, but are also expected to report serious violations to the Student Conduct Officer for support and clarification of policies. The College’s disciplinary proceedings are outlined in the Disciplinary Bye-law.

C. Availability
The role of Junior Dean demands a high level of availability to students. The Junior Deans should be approachable and readily available to students from 0th to 9th week inclusive. In Michaelmas Term, duties continue until the end of 10th Week to include the admissions period.

Junior Deans should inform the Dean and the Porters when they are required to be absent from Oxford overnight during term, and should arrange for one of the other Junior Deans to cover their duties. Their responsibilities also dictate that they be “on call” - within easy reach of College – outside of normal office hours (6pm to 8am). The College shall provide the Junior Dean with a mobile phone so that they are easily reachable in case of emergency.

D. Confidentiality
The Junior Deans will not share personal concerns brought to them by students with anyone else, with the exception of an appropriate member of the Welfare Team, in situations where there is a serious threat to the student’s own wellbeing or the wellbeing of anyone else. The Junior Dean should avoid being placed in a position that guarantees absolute confidentiality. It is appropriate in some situations, with the student’s permission where possible, to seek consultation about a situation without divulging names, in accordance with the College Policy on Confidentiality.
E. Committees
The Junior Deans are expected to attend fortnightly Welfare Team meetings during term time. They are also members of the Wellbeing Committee and are expected to attend and report to termly meetings. They may be asked to attend other committees from time to time. They also have a right to attend meetings of the MCR committee and have a right of audience at JCR meetings.

F. Resources
Hertford College shall fund First Aid training and other appropriate training for the Junior Deans and provide First Aid kits in their rooms. The Junior Deans will be provided with ready access to the photos and basic information (name, subject, year, room number) of all students. The Junior Deans shall also have a sub-master key to the rooms in their jurisdiction. As stated above, Junior Deans also receive Peer Support training and regular supervision.

G. Invigilation
The Junior Deans are asked on occasion to help invigilate collections and University examinations held in College. Additional payment for invigilation sessions will be made.

H. Main Site Junior Dean
The Main Site Junior Deans have special responsibility for events in College. Special concerns of the Junior Deans are the safety of events and the disturbance they may cause to residents of the College buildings. The Junior Deans are members of the Bar Committee, and a useful point of contact for the Professional Bar Supervisor.

I. South Oxford Junior Dean
This role involves specific responsibility both for the graduate community in the Graduate Centre and for the undergraduates resident in Abingdon and Warnock Houses, and the cluster of College-owned houses in the vicinity. The remit also includes responsibility for those visiting students living in the Graduate Centre. The South Oxford Junior Dean is expected to work closely with the Main Site Junior Dean, and to oversee some of the events on the main College site each term. This Junior Dean shall have a role in preventing students from being isolated from the main site College welfare and support structure.

J. North Oxford Junior Dean
This role involves specific responsibility both for the graduate and undergraduate communities in the cluster of College-owned houses in central North Oxford. The North Oxford Junior Dean is expected to work closely with the Main Site and South Oxford Junior Deans, and to oversee some of the events on the main College site each term. The North Oxford Junior Dean shall have a role in preventing students from being isolated from the main site College welfare and support structure.

COVID-19 Coronavirus
The Junior Deans will play an active role in ensuring compliance with the Covid-19 protocols across the college, especially should quarantine restriction be place on a ‘household’. Training and support will be provided.
Person Specification

**Essential:** Applicants are expected to:

- already be engaged in graduate study (research course preferential) at doctoral level at the University of Oxford;
- be of proven character and integrity;
- demonstrate personal responsibility and judgement;
- demonstrate resilience;
- possess problem solving skills;
- be a clear, effective, and sensitive communicator;
- be able to relate professionally and informally to a wide range of people, including colleagues and the junior members of the College;

Terms and Conditions

**Remuneration:**
The Junior Deans are entitled to live in College accommodation without charge and receive a stipend of £1,700 (£1,900 in second year). They are also entitled to dine two nights per week at High Table, SCR lunch, breakfast, and to free regular hall dinners. Dining and lunching rights apply during vacations as well as term, except when the College is closed.

* The stipend is currently under review with the expectation of a more generous package to be offered for the start of the new academic year.

**Additional Benefits:**

**Employee Benefits Platform:** Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.

**Health and Welfare Support:** Employee Assistance Programme. Free annual flu jab.

**Travel Pass Loan:** A discounted travel scheme is available with monthly deductions from stipend.

**Cycle to Work Scheme / Bike Loan:** deductions from stipend. On site cycle repair service at discounted rates.

**Sports Facilities:** Access to the University Sport club and Hertford’s on-site gym.

Please note that some of the package (SCR and access to gym) may be restricted during the period that the COVID-19 protocols are in place.

Other staff benefits are outlined on the HR section of the college website: [https://www.hertford.ox.ac.uk/and-more/vacancies](https://www.hertford.ox.ac.uk/and-more/vacancies)

The appointment is subject to a probationary period of six months.

Employment is conditional upon and subject to the receipt of satisfactory references, evidence of your eligibility to work in the United Kingdom, and the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service which the College will initiate for the appointed candidate.
You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.

**Application and Appointment Procedure**

Those wishing to apply for the post should email the following documents, preferably as a single pdf string, to hr@hertford.ox.ac.uk by **noon on Tuesday 15th September 2020**.

1. CV (maximum four sides of A4)
2. A covering letter outlining suitability for the role
3. A completed Employment Application Form (available from www.hertford.ox.ac.uk/about/vacancies).
4. Two referees should be asked to send separate letters of reference to arrive by the same date. If the applicant’s supervisor is not one of the referees, the supervisor’s consent to the application must be sought and provided separately.

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website www.hertford.ox.ac.uk/about/vacancies). The information collected on the Equal Opportunities Monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college’s equality policy. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

Interviews will take place on **Monday 28th September 2020**. Interviews will initially be held virtually. An opportunity for a tour of the college will be offered to the final shortlist following the interviews (adhering to social distancing requirements).

Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a Tier 2 visa for this post. Tier 4 visa holders will be restricted to 20 hours work per week during term-time.

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

**Hertford College is an Equal Opportunities Employer**