The College proposes to appoint a Junior Dean to start in Hilary Term 2024 (i.e. from early January 2024), for a period of two terms, with the possibility of renewal for the following academic year. This role is likely to be based in the College’s South Oxford site around the Folly Bridge area (see below).

There are currently four Junior Deans at Hertford, two responsible primarily for the Main Site in Catte Street, one responsible primarily for students living in College accommodation in the Folly Bridge area (South Oxford), and the fourth responsible primarily for students living in North Oxford properties. All four Junior Deans assist the Dean, the wider Welfare Team, the Student Conduct Officer, and other College Officers in the areas of student welfare and discipline, and work together on a cooperative basis.

1. Responsibilities

A. Welfare and Wellbeing
The Junior Deans are an important part of the College Welfare Team (along with the Dean, Student Welfare Lead, Registrar, College Doctors/Nurses, and others) and as such will serve as advisors to students and student groups. This involves helping students to understand and resolve problems. The Junior Deans are not trained counsellors but rather first points of contact. Consequently, their welfare role will, when appropriate, involve referring students to relevant support, in liaison with other members of the Welfare Team. The College provides formal training for Junior Deans and regular supervision sessions throughout the year.

B. Citizenship
The Junior Deans are expected to help 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 Hilary Term, duties continue until the end of 10th Week.

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 – at weekends and 6pm–8am during the week.

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 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 University’s Guidance on Confidentiality in Student Health and Welfare.

E. Committees
The Junior Deans are expected to attend fortnightly Welfare Team meetings during term time. They are also members of the Student Welfare 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. Invigilation
The Junior Deans are asked on occasion to help invigilate collections and University examinations held in College. Additional payment for invigilation sessions is made on such occasions.

G. Main Site Junior Deans
The Main Site Junior Deans have specific responsibility for the student community on the main Catte Street site (normally, first-year undergraduates and a small number of returning students). They also 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.

**H. South Oxford Junior Dean**
This role involves specific responsibility for the predominantly undergraduate student community in the Graduate Centre, Abingdon and Warnock Houses, and the cluster of College-owned houses in the vicinity of these buildings. The South Oxford Junior Dean is expected to work closely with the Main Site Junior Deans, and to oversee some of the events on the main College site each term. This Junior Dean plays a role in preventing students from being isolated from the main site College welfare and support structure.

**I. North Oxford Junior Dean**
This role involves specific responsibility 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 plays a role in preventing students from being isolated from the main site College welfare and support structure.

2. **Person specification**

Applicants are expected to:

- already be engaged in graduate study at the University of Oxford;
- demonstrate personal responsibility and sound 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.

3. **Remuneration**

The Junior Deans are entitled to live in College accommodation without charge and receive a stipend of £3,518.50 per academic year (split into termly payments of £1,172.84 per term). They are also entitled to free informal meals in Hall and to two free SCR lunches and two free SCR dinners per week. Dining and lunching rights apply during vacations as well as term, except when the College is closed.
4. Application process

Applications are invited from graduate students on research programmes at the University of Oxford. (They are not normally considered from current members of the Hertford College graduate community.) Applications should be sent by email as one PDF string to hr@hertford.ox.ac.uk by **12 noon on Friday 3 November 2023**. Applications should include a full CV, a covering letter outlining suitability for the role, and a completed application form. 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. Interviews will be held in w/c 13 November 2023 (probably on **Wednesday 15 November**).

Please note that 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.

Candidates are strongly encouraged to return the Recruitment Monitoring Form (available from the College website - [https://www.hertford.ox.ac.uk/about/vacancies](https://www.hertford.ox.ac.uk/about/vacancies)).

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](https://www.hertford.ox.ac.uk/privacy).

**Hertford College is an Equal Opportunities Employer**