



Hertford College
UNIVERSITY OF OXFORD

Junior Dean

Further Particulars

Hertford College seeks two graduate students to join us as Junior Deans from Michaelmas 2025 for a period of three terms, with the possibility of renewal for the following academic year following a review with the Dean and the Student Welfare Lead. This role is open only to those currently enrolled on full-time graduate research courses at the University of Oxford.

Hertford has almost 400 undergraduate and 250 postgraduate students. There are currently four Junior Deans, with shared responsibility for the Main Site in Catte Street, for students living in College accommodation in South Oxford and North Oxford. All four Junior Deans assist the Senior Welfare Team, the Student Conduct Officer, the Lodge team, and other College Officers in the areas of student welfare and minor disciplinary matters.

Hertford's Senior Welfare Team is made up of the Dean, the Registrar and the Student Welfare Lead. The Student Conduct Officer leads on student behaviour and discipline. Our Junior Deans are an important part of our community and should be able to support a positive atmosphere at the College. They need to be able to show mature conduct, good judgment, reliability, and an ability to relate to all members of the College community. Junior Deans need to be able to balance student wellbeing with occasional disciplinary issues.

Main Duties

Welfare and Wellbeing

The Junior Deans are an important part of the College Welfare Team and as such will serve as advisors to students and student groups. They live in College accommodation from the beginning of 0th Week until the end of 9th Week and work closely with our Lodge Manager and Lodge team. The work involves being a first point of contact to help students understand and resolve problems. The Junior Deans respond to a broad range of student issues and may need to take and act on advice from external services such as the NHS or the police.

Community

The Junior Deans are expected to help maintain an atmosphere in College which is supportive and conducive to learning by helping to reinforce the rules and regulations of Hertford College and the University of Oxford while maintaining a broad awareness of student wellbeing. Junior Deans are expected to exercise their own judgement but are also expected to report serious conduct issues to the Student Conduct Officer in a timely manner. Communication between students and Junior Deans is managed by the Lodge team. Junior Deans on duty are expected to check in regularly with the Lodge team and to be prepared to assist with welfare concerns and conduct-related matters during on-site College events such as College BOPs, Balls, Freshers' Week events and similar occasions.

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 the beginning of 0th Week until the end of 9th Week each term, from 6pm to 8am on weeknights and all through the weekends. Hertford uses a rota system so that not every Junior Dean is always on duty. While on duty they need to be no more than 15 minutes away from the main site and must be contactable via mobile phone. Junior Deans must reside in College accommodation while on duty and need to inform the Student Welfare Lead if they are required to be absent from Oxford overnight during term. Each Junior Dean should not exceed 10 hours of actual work each week. Occasionally, Junior Deans will be asked to work outside the usual duty times.

Confidentiality and Risk

The Junior Deans are not permitted to share students' personal issues without consent, unless there is a serious threat to the student's own wellbeing or the wellbeing of anyone else, in which case they will need to contact a member of the Senior Welfare Team. The College teams are guided by the University's Guidance on Confidentiality in Student Health and Welfare. Risky situations displace confidentiality and students at risk should not be left alone while waiting for additional help.

Meetings and Committees

The Junior Deans are expected to attend fortnightly Welfare Team meetings during term time. Dates and times will be agreed at the beginning of each academic year. Junior Deans are 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.

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.

Training

New Junior Deans will be required to complete the Junior Dean training course run by the University Counselling Service and First Aid training, both of which will be funded by the College. In addition, they will be given in-house training on Lodge protocols and Fire evacuations. Other training may be offered during the course of employment.

Person specification

Essential Criteria

- Enrolled on a full-time graduate research programme at the University of Oxford;
- in good academic standing
- eligible to work in the UK
- excellent listening and interpersonal skills
- excellent problem-solving skills
- willingness to work unsociable hours
- able to work flexibly and to adapt to working in different locations
- able to demonstrate resilience, personal responsibility and sound judgement
- clear, effective, and sensitive communication skills
- excellent teamworking skills

- able to relate appropriately to a wide range of people, including colleagues, senior members and the junior members of the College

Desirable Criteria

- Experience of working with young people and/or the general public
- Experience of relevant welfare-related work
- Peer Support training
- First Aid qualification and experience
- Other relevant training (eg: Mental Health First Aid)

Remuneration

The Junior Deans are entitled to live in College accommodation without charge and receive a stipend of £4,079.60 per academic year (split into termly payments of £1,359.86 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.

Application process

Applications are invited from graduate students on research programmes at the University of Oxford. Applications should be sent by email as one PDF string to hr@hertford.ox.ac.uk by **12 noon on Tuesday 10 June 2025**. 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 23 June 2025.

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>).

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>.

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