



## Linacre College

### Job Description and Further Particulars

#### for the Post of Junior Dean

**Job Title:**

Junior Dean

**Position Reports To:**

Senior Tutor

**Job Description and Key Responsibilities:**

The Junior Deans deliver a core part of the College's welfare and pastoral support, assisting the Common Room Executive Committee, Lodge Porters and College Staff to create a welcoming, safe and supportive environment for our College community.

The Junior Deans are responsible for drawing up a duty rota, fairly incorporating the four team members to provide cover 24/7, in pairs. The pair on duty will be required to be in proximity to College. One Junior Dean will be the first responder and the second Junior Dean will be their back-up. The Junior Deans will communicate this rota to the Senior Tutor, the rest of the Senior Management Team and to the Lodge Team. While on duty the Junior Deans' key responsibilities include the following:

1. **Monitoring student-led events (e.g. College Bops, Balls, and other Common Room events) hosted in the College.** Under the guidance of the Senior Tutor, and in conjunction with the Domestic Operations Manager and Common Room Executive Committee, they will ensure that these events are in compliance with College rules, as well as Health and Safety regulations. This may involve assisting with welfare related set-up and signage, resolving complaints about excessive noise levels or other disturbances, dealing with inappropriate behaviour in the Bar/Common Room, working as part of the security team at Bops and Balls, and generally ensuring that an environment conducive to study and communal living is maintained. Students involved in serious or repeated disciplinary infringements are to be reported to the Dean for Discipline and Senior Tutor. At least two of the Junior Dean team will be on duty whenever there is a significant CR event in College

and/or a large number of guests on site. For the biggest events the Junior Deans are expected to work the full night, coordinating the shift rota for members of the team on duty. The number of Deans required will be discussed and agreed on an event-by-event basis.

2. **Being available for students requiring pastoral and welfare help or advice.**  
Working under the guidance of the Senior Tutor, the Junior Deans will help to channel welfare issues to the wide range of pastoral care resources at the College and wider University as appropriate. In this role, they will also work closely with the CR Welfare Officers, the team of College Peer Supporters and the Lodge Porters. Other than when on duty, the Junior Deans are not formally on call and are not required to be available for this informal support, but they are expected to respond to requests for help within a reasonable timeframe and signpost urgent requests to members of the team on duty. The Junior Deans will also actively monitor and assist in any complex, sensitive and ongoing confidential welfare situations to support the Senior Tutor and wider College welfare team as and when they arise.
3. **Supporting the Lodge Porters should they require assistance in responding to fire-alarm, security, and accommodation incidents, and any other emergencies that occur outside of normal office working hours.** The Junior Deans are expected to deal with incidents as they occur, resolving minor incidents without support. For more major incidents they may telephone the University Security Services and off duty College staff for advice, but they remain responsible for the resolution of the incident should staff not be available. If a situation arises at short notice where a Porter is unavailable, the Junior Deans on duty will be contacted and will be responsible for emergency cover. The Junior Deans will also cover emergency Lodge calls during standard UK Bank Holidays and short Lodge closure periods.
4. **Assisting College Staff and the Dean of Degrees during Matriculation and induction events.**
5. **Providing timely updates and information to the Senior Management Team of incidents that are considered serious** e.g. Health and Safety, student well-being, breaches of security, fire related matters, or those that involve the emergency services or Oxford University Security Services. At all times the Junior Deans should be prepared to give an accurate account of any events responded to and actions taken.

The Junior Deans will also:

6. When on duty, be responsible for monitoring the Junior Dean @Linacre email account.
7. Be familiar and up-to-date with all relevant College By-Laws, regulations and policies concerning welfare, complaints, discipline and confidentiality.
8. Follow the protocols set out in the [Linacre College Policy on Student Staff Relationships](#).

9. Be an active member of College Committees, sitting on the Welfare and Equality Committee, Strategy Liaison Group and attending the Domestic Committee. The Junior Deans will also attend the termly College Welfare Forum. If, by exception, they cannot attend the termly meetings, they will provide a written report to the Domestic Operations Manager or Senior Tutor of any relevant material before the meeting, but attendance is viewed as a core responsibility of this post. They should also aim to attend any welfare events arranged by the CR Executive Committee when possible, such as welfare teas.
10. Attend regular (normally weekly) catch-ups with the Senior Tutor.
11. Work with the Common Room Executive Committee to run relevant workshops, such as consent workshops, and diversity and inclusion awareness workshops during induction weeks and at other times should the need arise.
12. Train and coordinate new team members who will assist in executing the roles of this post.
13. Undertake training, at the cost of the College, completing a three day First Aid course, Fire Marshall training, and Mental Health First Aid Awareness. Junior Deans should also undertake the University Junior Dean Training, and, if relevant, the Peer Supporter training.
14. Undergo an enhanced Disclosure and Barring Service check, at the cost of the College, complete the online University Equality and Diversity Briefing, and the University / Charlie Waller Trust e-learning package on supporting students with mental health issues. There may be additional related training during the post.

### **Critical Relationships**

The Junior Deans report to the Senior Tutor and will work closely with the Domestic Operations Manager, Lodge Manager, Porters, Hospitality Team, Dean for Discipline, and Dean for Equality and Diversity. The Junior Deans are core members of the College community and will liaise with other staff and student officers as required (for example the Welfare and Equality Officers, Social Secretaries and Bar Coordinators).

### **Eligibility**

Applicants must be a post-graduate student of the University and eligible to work in the UK. They will be required to provide suitable evidence to demonstrate this before an offer can be made. A list of acceptable documents can be found on the Home Office website.

The Junior Dean will live in residence on the main site at Linacre College. Any successful applicant who is not already a member of Linacre College will normally be expected to migrate.

### **Remuneration**

Each Junior Dean will receive an annual stipend of £3,000.

Each Junior Dean will be eligible for a single room in the Griffiths building (Linacre College on-site accommodation) for the term of their appointment for which no rent will be charged. If they wish they may opt to live in any other room on the main College site (subject to availability) and would be required to pay any difference in the rental price if this is more than the complimentary room offered.

Each Junior Dean may dine at formal hall up to 4 times per term, free of charge.

Each Junior Dean will be permitted to take 30 days holiday per annum which includes Bank Holidays (pro-rata). The holiday year runs from 1<sup>st</sup> October to 30<sup>th</sup> September and the Junior Dean will not normally be permitted to be away between mid-September and mid-October and long absences, in excess of one week, should be avoided in core Term time. Periods of absence must be discussed with the Senior Tutor and coordinated with the team to ensure adequate cover is provided for the period away. Some flexibility is possible as long as this can be agreed within the team. It is not expected that all members of the team will be absent from the College at any time.

### **Contract**

The Junior Dean will normally be in post for a period of two years from commencement of their contract, or until they are granted leave to supplicate, whichever is the shorter. A review will be undertaken after the initial twelve months in post to confirm continuation into the second year. Linacre College is currently reviewing its in person and out of hours welfare provision; during the course of this appointment, post holders are likely to be asked to adapt some working protocols.

### **Employment Procedure**

Candidates should apply by emailing a completed application form to the Principal's PA and Executive Assistant **by 12 noon on Monday 29<sup>th</sup> January 2024**: [jo.whitfield@linacre.ox.ac.uk](mailto:jo.whitfield@linacre.ox.ac.uk)

**Interviews (in person) will be held in person on Thursday 8<sup>th</sup> February 2024.**

Applications for the post will be considered by the Senior Tutor, Domestic Operations Manager and Lodge Manager.

If shortlisted, the College will request references.

Linacre College is an Equal Opportunities Employer.