



## Linacre College

### Junior Dean: Job Description and Further Particulars

**Stipend: £3,000 a year.** In addition, the postholder will receive free accommodation along with standard lunches and dinners in College with no charge for regular food items and you may also dine at formal hall up to 4 times per term, free of charge.

**Nature of Contract: Fixed Term** (two years, or until you are granted leave to supplicate, whichever is the shorter)

**Hours: Variable depending on agreed shift pattern**

**Location: Linacre College, St Cross Road, Oxford, OX1 3JA**

**Position Reports To: Welfare Lead**

#### About Linacre College

Linacre is a graduate college of the University of Oxford. Welcoming students from a breadth of academic disciplines and diverse backgrounds, Linacre is known for its interdisciplinary focus.

Situated next to the University Parks and close to the university's main libraries and laboratories, the college fosters a supportive international community of over 700 students and 50 Junior Research Fellows.

Linacre College is modern and progressive in character and this is echoed in the ethos of the library. Linacre College Library was refurbished in 2022 and the new and expanded space is well used by students. It is an uplifting and welcoming environment for their study. The library also holds the collection of philosopher Gilbert Ryle in a purpose-built room. More information on the college and library can be found [here](#).

#### Overview of the Role and Key Responsibilities:

As Junior Dean you will 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.

You will share responsibility with the other members of the Junior Dean team for drawing up a duty rota, fairly incorporating the four team members to provide cover 24/7, in pairs. When you are on duty you will be required to be in proximity to College. As a pair you will

either be the first responder or the back-up to the first responder. The rota is to be provided to the Welfare Lead, Senior Tutor, the rest of the Senior Management Team and to the Lodge Team. While on duty your 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 Welfare Lead, and in conjunction with the Senior Tutor, Domestic Operations Manager and Common Room Executive Committee, you 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.
  - Report students involved in serious or repeated disciplinary infringements to the Dean for Discipline and Senior Tutor.
  - Ensure that at least two of you are on duty whenever there is a significant CR event in College and/or a large number of guests on site. For the biggest events you are expected to work the full night, coordinating the shift rota with all members of the team on duty. The number of Junior 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 Welfare Lead, you will:
  - Help to channel welfare issues to the wide range of pastoral care resources at the College and wider University as appropriate.
  - Work closely with the CR Welfare and Equality Officers, the team of College Peer Supporters and the Lodge Porters.
  - Respond to requests for help within a reasonable timeframe, including when off duty, and signpost urgent requests to members of your team who are on duty.
  - Actively monitor and assist in any complex, sensitive and ongoing confidential welfare situations to support the Welfare Lead, 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.**
  - You are expected to deal with incidents as they occur, resolving minor incidents without support.
  - For more major incidents you may telephone the University Security Services and off duty College staff for advice, but you 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 and you are on duty, you will be contacted and will be responsible for emergency cover. You 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 Welfare Lead and Senior Management Team of incidents that are considered serious.** This may include:
    - Health and Safety
    - Student well-being
    - Breaches of security
    - Fire related matters,
    - Or / and those that involve the emergency services or Oxford University Security Services.
  - At all times the you should be prepared to give an accurate account of any events responded to and actions taken.

You 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, Freedom of Speech, discipline and confidentiality.
8. Follow the protocols set out in the [Linacre College Policy on Student Staff Relationships](#).
9. Be an active member of the Welfare and Equality Committee and Strategy Liaison Group. If, by exception, you cannot attend these meetings, you will provide a written report to the Welfare Lead and Senior Tutor of any relevant material before the meeting, but attendance is viewed as a core responsibility of this post. You 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 Welfare Lead.
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. Participate in compulsory training, funded by College, at the start of the academic year, or the nearest point in time the training is offered. This includes:
  - University Junior Dean training
  - University Equality and Diversity training

- University / Charlie Waller Trust e-learning package on supporting students with mental health issues
- 3 day First Aid training
- Mental Health First Aid training

### **Critical Relationships**

You will report to the Welfare Lead and will work closely with the Senior Tutor, Domestic Operations Manager, Lodge Manager, Porters, Hospitality Team, Dean for Discipline, and Dean for Equality and Diversity. You will be a core member of the College community and will liaise with other staff and student officers as required (for example the CR 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. You 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](#).
- You 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.
- You will undergo an enhanced Disclosure and Barring Service check, at the cost of the College.

### **Remuneration**

You will receive an annual stipend of £3,000 paid monthly.

You will be eligible for a single room in the Griffiths building (Linacre College on-site accommodation) for the term of your appointment for which no rent will be charged. If you wish you 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.

You may dine at standard lunches and dinners in College with no charge for regular food items and you may also dine at formal hall up to 4 times per term, free of charge.

You 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 you 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 Welfare Lead 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**

You will normally be in post for a period of two years from commencement of your contract, or until you are granted leave to supplicate, whichever is the shorter. A review will be undertaken after three (3) months in post to confirm continuation for the remainder of the appointment. 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.

### **How to apply:**

Applications are to be made on the College website [www.linacre.ox.ac.uk/vacancies](http://www.linacre.ox.ac.uk/vacancies) where you be required to upload a CV and complete and Equality and Diversity Monitoring Form. If you require the application form in a different format for accessibility reasons, please do contact the HR Officer at [hr@linacre.ox.ac.uk](mailto:hr@linacre.ox.ac.uk) If shortlisted, the College will request references.

**Closing Date for completed applications is 12:00pm (noon) on Monday 22<sup>nd</sup> July 2024**

**Interviews are expected to be held in person on Thursday 8<sup>th</sup> August 2024.**

Applications for the post will be considered by a combination of the Welfare Lead, Senior Tutor, Domestic Operations Manager and Lodge Manager.

For any questions about the role, please email the HR Officer ([hr@linacre.ox.ac.uk](mailto:hr@linacre.ox.ac.uk))

Linacre College is an Equal Opportunities Employer.