**JUNIOR DEAN**

**FURTHER PARTICULARS**

**For the academic years 2018/19 and 2019/2020**

St John's College is seeking to appoint one Junior Dean to work with the Senior Dean, who is a Fellow of the College, and the current three Junior Deans. This is a two-year appointment open to registered graduate students of the University of Oxford, effective 1st October 2018.

**About St John’s College**

St John’s College is one of the larger colleges within the University of Oxford with an academic body of some 100 Fellows. Founded in 1555 by Sir Thomas White, the College is an independent, self-governing establishment, which functions both as an academic institution and as a social and residential centre for some 400 undergraduate and 250 postgraduate students. The College is committed to excellence and inter-disciplinarily and to promoting equality and diversity.

**Overview of the role**

The College’s aim is to make St John’s a place where everyone can pursue their studies, enjoy their free time and flourish both socially and intellectually. The Deans are responsible for the welfare and discipline of the junior members of the College. There is a team of four Junior Deans, who work on an agreed rota during term time, and report to the Senior Dean, a Fellow of the College. Junior Deans are in charge of day-to-day matters, such as dealing with student queries and issues as they arise, ensuring that College policies and procedures are followed, facilitating meetings between the College and students, attending student functions on an ad-hoc basis to ensure that events are set up and conclude without issue, and dealing with lesser disciplinary matters. Junior Deans are on duty in pairs. When on duty, they are required in case of emergencies to be contactable through the Porters’ Lodge and be able to reach the College lodge within 10 minutes. A dedicated mobile phone is provided by the College for use by the on duty Junior Deans. The Senior Dean is involved in more serious disciplinary matters, formulating policy, co-ordinating welfare issues and convening the hardship committee.

Under the supervision of the Senior Dean, the Junior Deans are responsible to:

* maintain discipline of the junior members of the College in accordance with the College regulations
* impose penalties on offenders within limits set by the Senior Dean and refer bad or persistent offenders for the imposition of penalties that exceed such limits
* authorise parties and private meetings within the College (public meetings with outside speakers need the approval of the Senior Dean)
* see junior college members at reasonable hours of the day or by appointment
* deal with emergencies which may arise, in co-operation with the porters
* follow College policies and procedures, particularly in relation to the College’s Prevent duty
* provide pastoral support as necessary
* assist in training and induction of new Junior Dean colleagues
* attend necessary training which will be provided, for example first aid, diversity, harassment awareness training
* any other duties, consistent with the purpose of the job, may be assigned from to time to time by the Senior Dean

In order to fulfill these responsibilities the Junior Deans must, when on duty, remain within the University area and at night (between the hours of 19.00 to 07.00) be in communication with the Lodge by mobile phone.

Junior Deans are required to be in residence, unless otherwise agreed, in Michaelmas Term from 0th week to Wednesday of 10th week inclusive, in Hilary Term from 0th week to 9th week inclusive, and in Trinity Term from 0th week to 10th week inclusive.

Graduate students who are not members of St John’s would be expected to migrate.

**Person specification**

Essential

* Current graduate student of the University of Oxford and matriculated at or willingness to migrate to St John’s College
* Excellent interpersonal skills, both in person and writing, with a broad range of people
* Ability to gain respect and trust from junior members
* High degree of personal responsibility and integrity
* Ability to make sound judgements in sometimes challenging situations
* Proven ability to handle confidential matters in a discrete and sensitive matter
* Experience of working effectively in a small team
* Positive and highly motivated can-do attitude

Desirable

* Previous experience of dealing with students or young people from a position of responsibility
* Experience or trained in handling welfare issues
* Understanding of College and University life and structures
* First aid qualification

**Terms & conditions**

**Appointment period:** Two-year fixed term, commencing on 1st October 2018 and ending on 30th September 2020; the appointment is subject to a probationary period of 6 months and the postholder’s status as a graduate student of the University.

**Hours of work:** Weekly hours will vary but are not normally expected to exceed 15 hours per week during term time. Hours will be worked during term time according to an agreed rota system. Additional hours of work during 0th, 9th, and 10th Week of Michaelmas Term may be required to assist with Freshers’ Week and Admissions. When on duty, Junior Deans must remain within the University area and at night (between the hours of 19.00 to 07.00) be in communication with the Lodge by mobile phone and able to be at the College lodge within 10 minutes if necessary. Junior Deans will also be required to attend certain dinners and other events during term time.

**Stipend:** £2,827 p.a. paid monthly in arrears; an entertainment allowance of £172 p.a. is available (subject to review).

**Accommodation:** Junior Deans will be provided with a single, furnished College room free of charge for the period of their employment. They will be required to sign the standard tenancy agreement relevant to the room. Accommodation for couples can be requested but will be subject to availability and standard rules of graduate student accommodation at the time. In such cases, the postholder will be liable for the differential between single and double accommodation and 50% of bills.

**Meals:** Meals may be taken in Hall free of charge and up to three lunches and two dinners per week in the Senior Common Room (see below) when the College kitchens are open.

**Common Room membership:** The Junior Dean is a member of the Senior Common Room as well as the Middle Common Room. The Junior Deans may take 3 lunches and 2 dinners per week in the SCR; 4 Guests will be permitted per term, no more than 2 per any one dinner.

**Probationary and notice periods:** The post is subject to a six month probationary period during which the notice period will be one week on either side. Thereafter, the notice period will be one month on either side. Any notice must be in writing.

An appointment will be subject to the successful candidate providing original documentation which indicates their right to work in the UK.

**Application procedure**

Applications from graduate students, including a full curriculum vitae and a covering letter outlining the skills that the applicant could bring to the post, should be emailed (as pdf) to vacancies@sjc.ox.ac.uk by **midday of Wednesday, 28 February 2018.** Interviews are expected to be held on 8 or 9 March. Applications received after the deadline will not be accepted.

Candidates must give the names of two referees (one of whom must be their graduate studies supervisor) who should be asked to email their references as soon as possible and at the latest by the closing date to vacancies@sjc.ox.ac.uk.

Applicants are requested to complete our voluntary Recruitment Monitoring Form and return it together with their application to vacancies@sjc.ox.ac.uk. Any information given will only be used in accordance with the principles of the Data Protection Act 1998 and the College’s Data Protection Policy and recruitment monitoring process. It is not part of the selection process and will not be seen by any person interviewing you for employment.

**Equality of Opportunity**

St John’s College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College requires that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, age or disability.