



St Hilda's College, Oxford

JUNIOR DEAN

Further Particulars

Main Duties and Responsibilities

1. The three Junior Deans support the Dean as the Dean's deputies and assistants in the Dean's welfare and disciplinary roles. This is a responsible position, in which the Junior Deans are frequently in the 'front line' of decanal work in the College, particularly in the evenings and at weekends. They are expected to provide a timely and appropriate response to students with health or welfare issues, and to assist in maintaining agreed college regulations. They carry authority delegated by the Dean as a College Officer and need to conduct themselves accordingly, and in a manner which commands respect from undergraduate and graduate students. In particular, when on duty they need to be and remain able to carry out their duties promptly, properly and conscientiously at all times.
2. Between them, the Junior Deans are expected to ensure that **at least one of them** is able to provide on call cover between 7pm and 7am and all day on Saturday and Sunday during Full Term and in the week before and two weeks after each term (i.e. 0th week to 10th week inclusive). Some queries that come to the Porters' Lodge may be passed over to the Junior Deans, who should be readily contactable when on call on a College-issued mobile phone and be within twenty minutes walking distance of the College's main site.
3. The Junior Deans are expected to be resident in Oxford throughout the period 0th week to 10th week and live in the single room, ensuite, College accommodation provided. No accommodation is available for couples. The accommodation may be in College accommodation off the main college site.
4. There are no set hours of work and Junior Deans are required to work such hours as are necessary to carry out their duties to the satisfaction of the College. However, the hours worked will not be more than 20 hours each week. The hours are shared equally between the three Junior Deans on the basis of an on-call duty rota which is drawn up by mutual agreement between the Dean and Junior Deans and circulated to the Lodge. Junior Deans may be called on at times when they are not on the rota and for this reason must be resident in Oxford for the whole term and the weeks before and after term, unless by prior arrangement with the Dean.
5. The Junior Deans are responsible for responding to minor emergencies, such as illness, urgent student welfare issues, and calls concerning College safety and student discipline, during on-call hours. When not on call, Junior Deans may be requested to respond to minor emergencies.
6. Junior Deans are frequently consulted by students on welfare issues, and they are expected to sign-post students to professional help and support. The College has a part-time Welfare Lead and College Counsellor (one day a week) who undertake most of the counselling work in College, and the University offers extensive student support.
7. When on call, the Junior Deans respond to any complaints about noise. They are supported by the Lodge staff in this role.
8. During term time, a Junior Dean needs to remain available until the agreed closing-down time for parties and specified events in the JCR bar including Bops and End of Term Parties. During the College Ball in Trinity Term, two of the Junior Deans will be on active duty, providing welfare support to St Hilda's students attending the Ball. The third Junior Dean will provide on-call cover for the entire student population.

9. The Junior Deans meet with the Dean regularly and may also be required to provide the Dean with a written summary of their activities at the end of each term. The Junior Deans should report any breaches of the code of discipline or serious welfare incidents to the Dean at their earliest convenience.
10. Junior Deans are required to undertake a First Aid course and the Junior Dean training sessions run by the University Counselling Service, including fortnightly supervision sessions throughout the term.
11. The Junior Deans have some administrative duties:
 - a) regular meetings with members of the JCR and MCR committees
 - b) liaison with College staff: e.g. the Academic Registrar, College Nurse and Welfare Officer.
 - c) membership of the College Welfare Committee and Health and Safety Committee.
12. The Junior Deans are given the option of becoming an invigilator for College collections. Additional payment will be given for invigilation sessions.
13. Outside of Full Term and the week immediately before and the two weeks immediately after Full Term, the Junior Deans are free to take leave at their discretion, subject to approval by the Dean. During Full Term and the week immediately before and the two weeks immediately after Full Term, leave may only be taken in exceptional cases and with prior approval from the Dean.

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