



JUNIOR DEAN

Further Particulars



St Peter's College invites applications for the post of Junior Dean at St Peter's College, to start 0th week of Trinity Term 2023. The closing date for applications is 12 noon on Friday 10th February 2023. It is anticipated that interviews will be held during week 6 of Hilary Term.

St Peter's seeks to promote inclusion and diversity. We are committed to ensuring that our Decanal Team is as diverse as possible in order to better work within the diverse population of our College. We are particularly keen to receive applications from people of colour; people who identify as being LGBTQIA; and others who will enhance the diversity of our team.

St Peter's College

St Peter's College is one of thirty-nine self-governing colleges of the University of Oxford. Founded in 1929 expressly to widen access to the University, it is an open, tolerant and creative academic community and enjoys an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 100 Fellows and Lecturers in a wide range of subjects, approximately 375 undergraduate and 270 graduate students, 25 Visiting Students, and approximately 80 members of administrative and domestic staff. St Peter's is a friendly and vibrant academic community, and provides an informal and supportive working environment. St Peter's College is a registered charity. Further information may be found at www.spc.ox.ac.uk.

Purpose of the Role

St Peter's College has two Junior Deans who support the Dean as the Dean's deputies and assistants in the Dean's disciplinary role. One of these positions will become vacant with effect from the end of Hilary Term 2023; the other incumbent will remain in post. The primary responsibility of the Junior Deans is to assist the Dean and other College Officers as required in promoting good relations and a positive atmosphere within the College. This position requires

a mature person of good judgement, discretion, an ability to relate to people at all levels and a high degree of flexibility in response to a wide range of unpredictable situations.



Key responsibilities and duties include:

1. To meet regularly with the Dean in term time to arrange the conduct of decanal business.
2. To liaise closely with the Presidents of the Middle and Junior Common Rooms to foster good relations with the graduate and undergraduate student body.
3. To arrange the termly Social Calendar and consider requests from students for private functions.
4. To ensure good order at social functions and in the late evenings (e.g. after the close of the bar and after bops).
5. To resolve any infringements of college regulations and cases of antisocial behaviour such as the inappropriate use of facilities or the playing of loud music.
6. To attend various college committees as required.
7. To assist with the invigilation of some examinations held in College as required.

It is expected that the Junior Deans will, on a rota basis, take particular responsibility for evenings and be on hand to deal with disciplinary issues as they arise. The Junior Deans will each be responsible for three or four evenings per week, agreed in advance, with both Junior Deans being on duty on nights when large scale social events are taking place (e.g. JCR/MCR bops.) In order to facilitate the performance of their duties, the Junior Deans will be required to live on the main College site in rooms allocated by the College. It is expected that the Junior Deans will be contactable at all times when on call. On occasion the Junior Deans maybe required to visit the nearby College Annex buildings

Unless equivalent training has already been undertaken, the College requires the Junior Deans to undertake the University's Junior Dean training course; a full-day First Aid course and a half-day Fire Warden course at the College's expense. Junior Deans will then be expected to undertake first aid and fire warden duties for staff and students within the College.

The appointee will be required to undergo a Disclosure and Barring Service (DBS) check at enhanced level at the start of their employment.

It is hoped that a successful candidate would be willing to migrate to St Peter's if not already a member of the College.

Person specification

The successful candidate will need to be clear-thinking, empathetic, open-minded and interested in student life and activities.

Essential

- Current graduate student of the University of Oxford
- Good interpersonal and social skills
- Ability to make sound judgements in challenging situations. To assess a situation when under pressure and to act appropriately and proportionately.
- Ability to gain respect and trust from junior members
- High degree of personal responsibility and integrity
- Proven ability to handle confidential matters in a discreet and sensitive matter
- Resilient, possessing a clear understanding of the boundaries required in this professional role.
- Ability to work effectively in a small team

Desirable

- Previous experience of dealing with students or young people from a position of responsibility
- Experience and understanding of College and University life and structures



Terms and Conditions

The appointment will be subject to the provision of proof of the right to work in the UK. The post is subject to the satisfactory completion of a probationary term and is thereafter offered for two terms in the first instance. At the end of these three terms, the post may be renewed for up to a maximum of a further two years or until the post holder's course comes to an end, whichever is the sooner.

Working hours: Up to 20 hours per week.

The Junior Deans are required to reside in College during weeks 0 to 9 of Full Term, and are provided with single accommodation free of charge. This will be subject to a tenancy agreement.

The Junior Deans are expected to be fully integrated into the life of the College and will be members of the Middle and Junior Common Rooms. They are Associate Members of the Senior Common Room, and are entitled to meals at High Table free of charge whenever the kitchens are open (they are occasionally closed for short periods, normally during the vacation).

Accommodation and meals (except when the kitchens are closed) will be available to the Junior Deans throughout the year, except in the final term of employment, when their entitlement will be until the end of week 10 of that term only.

In addition to the above benefits, the Junior Deans will each receive a stipend of £4,981.52 per annum, with cost of living increases in line with those applied to other salaries at the College (normally in August). They will each have access to an entertainment allowance of £300 per annum.

The Junior Deans are provided with a mobile telephone, so that they may be readily contacted in case of an emergency when on duty.

How to Apply

Applications consisting of a covering letter and CV stating the names and email addresses of two referees, together with a Recruitment Monitoring Form, should be sent by email to the following address human.resources@spc.ox.ac.uk

Two references are required for this post. Candidates are responsible for requesting references from their referees. Referees should submit references to human.resources@spc.ox.ac.uk by the closing date of 12 noon on Friday 10th February 2023. One of the referees should be the applicant's supervisor.

The closing date for receipt of completed applications is 12 noon on Friday 10th February 2023.

It is anticipated that interviews will be held during week 6 of Hilary Term.

Interested candidates wishing to discuss the post informally should contact the Dean, Dr Tim Mawson dean@spc.ox.ac.uk

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, The College may, hold, use or otherwise process personal data and sensitive personal data, as these terms are defined in the General Data Protection Regulation ("GDPR") and the Data Protection Act 2018.