Dean of Welfare (part-time)

Further Particulars

St. Peter’s College invites applications for the post of Dean of Welfare. This part-time post is available for an initial period of one year, with the possibility of renewal for further years. The time commitment is approximately 18 hours per week concentrated mainly over the ten weeks of each term (0th to 9th week of each term), but working also occasional hours out of term. The role will involve some flexibility of working, depending on the weight of cases.

The College has approximately 350 undergraduate students and 200 postgraduate students. Full information about the College is available on the College website [www.spc.ox.ac.uk](http://www.spc.ox.ac.uk).

1. General

The Dean of Welfare will lead the College’s welfare provision for students and encourage wellbeing in the College. They will coordinate the welfare team, providing first-line welfare support to undergraduate and graduate students and second-line support to the College’s Welfare Officers (normally doctoral students who live in college).

The appointee will contribute to decision-making to ensure that the College supports and enhances the welfare and wellbeing of all its students in the best ways possible and informed by best practice.

Previously the responsibilities involved in this position were carried out by a Tutorial Fellow who combined the role with full academic duties. The Dean of Welfare will report to a Governing Body Fellow and will support other College Officers in both the handling of acute situations and the provision of ongoing support for students in difficulty or in need of advice. In performing these functions, he or she will also work with the Fellows and other academic staff of the College and with colleagues in other offices. In addition, there will also be frequent contact with colleagues in other colleges and with the University’s central administration. The University’s counselling system will continue to be the provider of formal counselling services.

2. Responsibilities of the Dean of Welfare

The Dean of Welfare will be expected to:

a) establish themselves as a familiar and accessible figure around the college, being one of the first ports of call for students with welfare issues or personal problems, and offering advice and assurance to all of the College’s students, including:

   • meeting with students, with clearly advertised “office hours” for confidential consultations at least twice a week in term time (weeks 0 to 9);
   • where appropriate, referring students to other sources of pastoral or medical care

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1 Those involved in the college welfare team other than the post holder are the College Nurse (part-time), the GP practice associated with the College (Dr Leaver and partners, Jericho Health Centre), two Welfare Officers (one male, one female) who are graduate doctoral students living in college, the Chaplain, the College Registrar, the MCR and JCR Welfare Reps, Student peer supporters.
available within and outside of College (e.g. those with academic, medical, or financial problems);
- ensuring that clear information about welfare provision, wellbeing and resilience is effectively disseminated within the College;
- being a prominent figure in Freshers’ Week.

b) participate in meetings including:
- organising and chairing the termly College welfare lunch;
- coordinating weekly College welfare team meetings during term time;
- attending and contributing to University and Conference of Colleges workshops/panels/task groups on pastoral issues;
- attending the University’s/Conference of Colleges’ Welfare Forum on behalf of the College.

c) lead on, develop and help implement the strategy supporting students’ welfare, resilience, and wellbeing in the College in line with best practice.

d) build up good knowledge and practice around supporting students’ welfare, wellbeing and resilience in the College and the University, pass on knowledge and training to others, and lead on and develop further student support activities as coordinator of the wider welfare team at St Peter’s.

e) support the Welfare Officers, liaise with student peer supporters and line manage the College Nurse.

f) Ensure welfare team and College compliance with regulatory and policy requirements (whether legal or college related).

g) maintain records throughout the year, to ensure cases are documented and followed through to completion.

h) undertake other duties commensurate with the level of responsibility for this post, and undertake training as necessary to ensure that the post holder remains fully able to deliver welfare provision in the College. The post holder will be DBS-cleared and will be the college lead for safeguarding matters.

The Dean for Welfare will work with the Master, Senior Tutor, Tutor for Undergraduates, Tutor for Graduates, Tutor for Visiting Students, Chaplain, Dean, Welfare Officers, Peer Supporters, the JCR and MCR Welfare representatives, College Registrar, College Nurse, Fellows, Academic Office team members, College Harassment Advisors, University staff including the link counsellor of the University Counselling Service, other College Officers and staff, current students and the College Doctors.

3. **Criteria for appointment**

The ideal candidate will have relevant experience, which could come from a variety of professional backgrounds, which might include providing pastoral care in an academic setting, and/or counselling, and/or dealing with a range of psychological, emotional, and practical problems as a health or social care professional. They will have excellent interpersonal skills, an ability to put people at their ease, proven organisational skills and administrative experience.
Familiarity with health and disability-related issues in a higher education context is desirable. It is possible that the appointee might combine this position with an existing professional or academic role, or take on this role on its own. A good understanding of University life and students is essential. The post holder will require considerable emotional maturity and resilience.

4. Remuneration and Conditions

Term of appointment
The appointment will be for a fixed period commencing as soon as possible after selection until mid-September 2019, with the possibility of renewal for further years. Although interviews will not be held until September, the College is keen to appoint someone who can start work as early as possible in the 2018-19 academic year.

Remuneration and other conditions
The salary will be in the region of £15,000 per year. This figure assumes an average time commitment of 18 hours a week, but in practice, the pattern of work is likely to vary considerably over the academic year.

The appointee will be eligible to join the Universities Superannuation Scheme and entitled to subscribe to the Oxford Colleges’ Healthcare Plan.

Senior Common Room
The successful candidate will be a full member of the Senior Common Room, for which there is a termly charge (currently £30) and will be entitled to free meals in term and in the vacation as long as the kitchens are open (they are occasionally closed for short periods, normally during the vacation). They will not be a member of the College’s Governing Body.

5. How to apply

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

The closing date for receipt of completed applications is 12.00 noon on Monday 27 August 2018.

Interviews will be held in the week commencing 10 September 2018.

Informal queries about the post can be sent to Dr Claire Williams claire.williams@mod-langs.ox.ac.uk.

St Peter’s is an equal opportunities employer.

The appointment will be subject to the provision of proof of the right to work in the UK.