**Job Description**

**Junior Dean**

**Role summary:**

Working closely with the Head of Wellbeing, College Nurse, College Counsellor, Dean, Lodge staff and Domestic Bursar to ensure a professional disciplinary and pastoral service to Trinity students, maintaining good order and respect of the College’s Code of Conduct.

**Duties :**

* Respond to out of hours calls which could range from a medical incident to other issues relating to student wellbeing and student discipline. Ensure that any incidents are logged as part of the incident reporting procedure.
* Working closely with the College Night Porter, ensuring that all calls are dealt with in a speedy and efficient manner, referring the student on to the relevant authority as appropriate.
* Call for additional support as required; this could include requesting support from the Head of Wellbeing, Dean, Emergency services, NHS 111, or University Security services.
* Accompany a student to A&E if required. The Junior Dean may leave A&E when the student has been handed over to a medical professional and/or checked in to A&E.
* Complete an end of shift report after each shift, so that any issues may be dealt with by College staff. The wording of the report should comply with guidance included in the Junior Dean training programme and as detailed in the Junior Dean handbook.
* Hold a weekly drop-in session for all residents in your area/building (30 minutes per week is sufficient). Advertise time/day, so residents are aware of the timing. This meeting should also be used to gather any comments re maintenance, cleaning issues or welfare concerns. Any comments should be included in the end of shift report as detailed above.
* Represent the Junior Deans at regular Wellbeing meetings if available, along with termly Wellbeing, JCC, and other Committees as required, ensuring student confidentiality at all times. Attendance at meetings will be based on a rota, to minimise the amount of time each member of the Junior Dean team is required to spend in meetings.
* To provide cover during exam periods if required. This includes supporting students on a rota to cover periods of exam stress from week 4-9 of Trinity term.
* To assist the Domestic Bursar with the annual update of the Junior Dean handbook as required.
* To participate in the recruitment and training of new Junior Deans as required.
* To participate in compulsory training at the start of the academic year, this includes Junior Dean training, First Aid and Mental Health First Aid training.
* As part of the Wellbeing Team, to provide a College introduction during Freshers Week and a warm welcome to Trinity, explaining the support which can be offered to students.
* Authorise student parties where requested; deal with noise, disturbance, and any other issue relating to discipline, ensuring the Dean is made aware of any issues, and supporting the Dean in any handling of student issues as required.
* Liaising with JCR committee and the Bar Manager regarding dates and arrangements for JCR (and, offsite, some MCR) events (bops); monitoring any excessive noise and disturbance, ensuring that events finish, and are quiet, at the agreed time.
* To monitor the condition of student accommodation, reporting any maintenance or cleaning issues as they arise.
* When required, assist with a full evacuation of a student property (off site), and assist the Lodge Porter with a full evacuation (on site).
* The offsite Junior Dean will carry out a monthly fire safety walk-round of their property, checking fire doors are fully operational and that all corridors, staircases and other exit routes are clear. This walk-round should be logged in the property fire safety book, and any maintenance issues immediately reported to the Clerk of Works.

**Summary of terms**

**Onsite Junior Dean**

**Applicants and process**

* The application process commences in April of each year.

**Contract terms**

* Working 10 hours every second week (one week on, one week off), across a rota covering 19.00-07.00, including some occasional day time work over the weekend if necessary.
* Contract period runs from Monday 23rd September 2024 to Sunday 29th June 2025 (inc).
* Compulsory in-person training takes place: 23rd September-4th October 2024 in Oxford.
* Michaelmas term: on duty -1-9th weeks
* Hilary term: on duty weeks 0-9
* Trinity term: on duty weeks 0-9
* 10 days holiday per Academic year, which may not be taken during term time.

**Accommodation**

* Accommodation is free of charge during term-time, Christmas vacation, Easter vacation.
* Accommodation is available from Sunday 22nd September 2024 to Sunday 29th June 2025 (inc).
* Single accommodation will be allocated each year and may be changed from one academic year to the next. Wherever possible, accommodation information will be made available during the Junior Dean recruitment process.
* If required, College accommodation may be available to rent just prior to the start of the Junior Dean contract period. This may not be the same room, and so may require a room move.

**Dining rights (available when College kitchen is open)**

* Complimentary breakfast, lunch and dinner Mon-Sun
* 3 high table dinners per week to include one guest.

**Offsite Junior Dean**

**Applicants and process**

* The application process commences in April of each year.

**Contract terms**

* Working 5 hours every second week (one week on, one week off), across a rota covering 19.00-07.00, including some occasional day time work over the weekend if necessary..
* Contract period runs from Monday 23rd September 2024 to Sunday 29th June 2025 (inc).
* Compulsory in-person training takes place: 23rd September-4th October 2024 in Oxford.
* Michaelmas term: on duty -1-9th weeks
* Hilary term: on duty weeks 0-9 plus working across the Easter vacation period on a rota basis.
* Trinity term: on duty weeks 0-9
* 10 days holiday per Academic year, which may not be taken during term time.

**Accommodation**

* Accommodation is free of charge during term-time, Christmas vacation, Easter vacation.
* Accommodation is available from Sunday 22nd September 2024 to Sunday 29th June 2025 (inc).
* Single accommodation will be allocated each year and may be changed from one academic year to the next. Wherever possible, accommodation information will be made available during the Junior Dean recruitment process.
* If required, College accommodation may be available to rent just prior to the start of the Junior Dean contract period. This may not be the same room, and so may require a room move.

**Dining rights (available when College kitchen is open)**

* Complimentary lunch Mon-Sun.
* 1 high table dinner per week to include one guest.