

Job Description

Junior Dean

Role summary:

Working closely with the Dean, Wellbeing Advisor, College Nurse, College Counsellor, 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 Wellbeing Coordinator, Dean, Emergency services, or University Security services.
- 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.
- Contract period runs from Monday 20th September 2021 to Sunday 26th June 2022 (inc).
- Compulsory training takes place: 20th September-1st October 2021 in Oxford.
- Michaelmas term: on duty weeks 0-10
- 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.
- £2,100 per Academic year (paid termly) based on 20 weeks x 10 hours per week x £10.50 per hour

Accommodation

- Accommodation is free of charge during term-time, Christmas vacation, Easter vacation.
- Accommodation is available from Saturday 18th September 2021 to Sunday 26th June 2022 (inc).
- 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.
- Contract period runs from Monday 20th September 2021 to Sunday 26th June 2022 (inc).
- Compulsory training takes place: 20th September-1st October 2021 in Oxford.
- Michaelmas term: on duty weeks 0-10
- 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.
- £900 per Academic year (paid termly) based on 20 weeks x 5 hours per week x £9.00 per hour.

Accommodation

- Accommodation is free of charge during term-time, Christmas vacation, Easter vacation.
- Accommodation is available from Saturday 18th September 2021 to Sunday 26th June 2022.
- 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