



**On-call Assistant Junior Deans  
(Fixed-Term)  
Internal Somerville Applicants Only**

(Ref 900414)

We are looking for two current graduate students, currently engaged a full-time research or medical course to provide support for our Decanal team.

You will need to mature judgement and be able to handle confidential and sensitive matters in a professional and tactful way, following established procedures. You will need to be available to attend weekend and evening call-outs as part of a rota, to provide disciplinary and occasional welfare support for Somerville students. A crucial part of the role is to provide cover for the Junior Deans when they are unable to be on duty and/or in times of increased demand so it is essential that you are able to be flexible and work collaboratively as part the Decanal team.

The posts are currently available for Michaelmas Term 2020 (0<sup>th</sup> to 10<sup>th</sup> week) and Hilary Term 2021 (0<sup>th</sup> to 9<sup>th</sup> week), with a possibility of extension to Trinity Term 2021 (0<sup>th</sup> to 9<sup>th</sup> week), depending on operational need. On-call assistant Junior Deans will receive a termly payment of £500 at the end of each completed term and an hourly rate of £9.30 for any actual on-call work undertaken, which will be paid monthly. Full training will be provided.

Informal enquiries about the role may be made to the Welfare Support and Policy Officer  
([welfare.officer@some.ox.ac.uk](mailto:welfare.officer@some.ox.ac.uk))

**Main duties**

- To support the Junior Deans in attendance at Discipline and Welfare related call outs overnight and at weekends on a rota system with one other On Call Assistant Junior Dean
- The On Call Assistant Junior Dean will be provided with a mobile phone to enable them to take calls.
- To deputise for the Junior Deans (once relevant training has been completed) in the event that the Junior Deans are unable to work.

***Main duties if/when deputising for Junior Deans***

**Discipline**

- To work with Lodge staff to deal with any problems of disruptive behaviour within College outside normal working hours; to ensure that parties and other events end at the appointed time and in good order.
- To ensure that all students in residence abide by college rules, including those relating to COVID19.
- To keep the Dean and Decanal Officer informed of discipline related incidents that occur outside of office hours in college
- To attend the weekly Deans' meeting

### **Welfare related**

- To act as one of the College's qualified First Aid team. The College will require (and pay for) the appointees – unless already recently qualified in first-aid – to go on a first aid course as soon as possible.
- To provide 'crisis support' for students on a wide range of welfare issues, outside of office hours. The College will require (and pay for) relevant welfare training (unless already recently undertaken).
- To keep the Welfare Officer informed of welfare related incidents that occur out of office hours
- To respond to any examination emergencies that may arise outside office hours, liaise with the relevant officers in college and university, and undergo the training required by the Proctors to be eligible to act as Invigilator in such cases.

### **General**

- To work within the College's Policy on Confidentiality
- To help organise dissemination of information regarding discipline, welfare and community life to members of the College, in conjunction with the Dean and Welfare Officer, including taking part in a formal 'Deans' Office' briefing for new students in Freshers' week.
- The joint post holders are expected to make arrangements between themselves to ensure that the responsibilities of the post are shared equally, and be prepared to help with crises at any time, whether formally on duty or off duty.
- Provide emergency cover if the Night Porter suffers an accident/illness until the on call Porter arrives.
- Support the other Junior Deans with difficult cases, giving advice and offering support.
- Other duties as may from time to time be assigned.

## **Selection criteria**

### **Essential**

- Enrolled on a full-time graduate research or graduate medical course at the University of Oxford (at any college) for the entirety of the appointment.
- An appreciation of the disciplinary and welfare issues relevant within a student community.
- Excellent communication skills; able to form positive relationships and obtain the confidence of all sections of the College, in particular the Junior Members. Liaison with the JCR and MCR welfare representatives will be an important and valuable part of the role.
- Experience of working with confidentiality, discretion, tact and diplomacy.
- Evidence of committed, enthusiastic and resilient nature.
- Evidence of mature and good judgement.
- Able to respond and act appropriately on own initiative and with a high degree of flexibility in response to a wide range of unpredictable situations, if necessary, unguided.
- Valid First Aid At Work Certificate or willingness to train to become a qualified first aider.
- Willing and able to take a flexible approach to duties, working unsociable hours including evenings and weekends.
- Available (with forward planning) for some meetings and other commitments on weekdays.

### Desirable

- Experience of relevant voluntary or welfare work.
- Experience of working with the public and/or in a customer service environment.
- Experience of dealing with emergencies e.g. accidents, thefts, fire evacuations etc.

### Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate(s). The information below is for guidance only and does not constitute the contract of employment. Any offers of employment are conditional upon a number of pre-employment checks – details of these are available via [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs)

<b>Duration</b>	The post is available immediately on a part-time, fixed-term basis for two terms in the first instance.
<b>Salary</b>	For time spent attending call-outs an hourly rate of £9.30 will be paid. In addition, for each completed term of service a termly payment of £500 will be made at the end of the completed term.
<b>Hours</b>	Working hours will vary according to need and will be based on participation in the Deans' Office rota
<b>Holiday</b>	Pro-rata holidays based on the statutory minimum. The post holder(s) may not take holiday during term
<b>Pension</b>	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
<b>Meals</b>	Meals while on duty will be provided free of charge.

### To apply please submit:

- A completed application form (including a brief personal statement outlining your suitability for the post, based on the criteria above)
- A curriculum vitae

Email your completed application form to: [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) please quote vacancy reference **900414** in the heading

Under separate cover please submit an equal opportunities monitoring Form to [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) Completion of this form is voluntary and does not form part of the selection process.

**Applications will be assessed as they arrive and suitable candidates invited to an informal interview via video-call. The College reserves the right to close the recruitment process as and when suitable candidates are identified and appointed. Early application is therefore advised.**