

# **Pembroke College**

## **Junior Dean (Welfare and Wellbeing)**

**Working hours:** Up to 20 hours per week during the 'hours of duty' (as detailed below).

**Remuneration:** The stipend is c. £2,000 per annum. This is reviewed in August of each year.

### **About the Role**

The Junior Deans join an active Decanal and Welfare Team within the college, consisting of the Dean, Deputy Dean, Academic Director, Chaplain, Academic Office, Welfare Lead, Welfare Advisor, Operations Bursar and Lodge team. The team works closely with the welfare team to promote and support the wellbeing of all students in college, and has contact with all the Fellows and College staff at all levels.

Junior Deans will need to transfer to become Pembroke students if required.

Day-to-day line management is by the Senior Student Officer. You will report to the Dean for issues relating to the College regulations/discipline.

The Junior Dean will be a mature, responsible, excellent communicator who is able to set a positive example in College. They must be able to make judgements confidently, be unafraid to challenge others, be proactive and be able to think on their feet as events unfold.

The role has a disciplinary element to it but the importance of providing pastoral support to students has become more of a priority. Experience has shown that disciplinary matters are often linked to welfare and wellbeing issues. The inclusion of 'Welfare and wellbeing' in the formal job title reflects a need to clearly signpost to students that the Junior Dean is a key member of the welfare team.

### **Key Responsibilities**

#### **First Response**

- Support the Lodge staff in emergencies, or concerns for student welfare or wellbeing; such as a fire, an accident requiring first aid, or a mental health crisis.
- Through the Lodge respond to requests from students for urgent support, acting as a triage to assess the type of support required.
- Responsibility is limited to responding on the Pembroke main site and Geoffrey Arthur Building.
- On occasion, may be asked to undertake a welfare check on a student in college accommodation, on request of a college officer, and with support from the Lodge.

#### **Liaison:**

- Attend weekly and ad hoc meetings with the members of the Decanal and Welfare teams.
- Attend the Welfare and Equalities committee held termly.

- Work collaboratively with the other Junior Dean/s to build an effective team, co-ordinating work, learning from experiences and offering support.

### **Welfare:**

- Follow emergency procedures out of office hours (evenings and weekends) in the event of a serious incident to ensure a supported and appropriate response.
- Access the Critical Response/Duty Officer contact process as required.
- Non-emergency support: On occasion ensure that an effective support service is provided out of hours to students, whilst maintaining clear professional boundaries within the scope of the work. Junior Deans do not provide counselling to the students; instead triage student issues signpost students information on sources of further support.
- As required report to the Welfare Team any issues that may arise and cause concern, within the recommended [guidance on confidentiality](#) and fitness to study.

### **Wellbeing:**

- Contribute to the Freshers' week – engaging with new students through presentations and events.

### **Discipline:**

- Specific responsibility for ensuring that the student community operates within the College's rules and regulations. This requires being familiar with the contents of the Student Handbook, and following the guidance. This may include referring students to the Dean as appropriate.

### **Training**

Mandatory training for the role is required as follows:

- Emergency First Aid at Work – three-day course
- Peer Support for Junior Deans course at Oxford Counselling Services – 30 hours training, and attend on-going supervision at the Counselling service
- Fire Marshal Training
- Safeguarding Level 1 (through Oxfordshire County Council)
- Data Protection (in-house)
- Prevent training
- Sexual Violence training

Junior Deans are also required to undergo a DBS check.

On a personal basis the Junior Dean is expected to:

- Take responsibility for personal development and be willing to undertake training to improve personal performance and knowledge.
- Understand responsibilities under College policies and procedures and ensure compliance with them including invoking disciplinary procedures if necessary.
- Perform duties not formally identified in the job description but which are in line with the general responsibilities of the post.
- Follow the College's procedures for the maintenance of confidentiality.

**This is a fixed term contract as a requirement of the post is that the role holder be an active graduate student. There is the potential to extend by mutual agreement.**

**Hours will be coordinated between the Junior Deans to allow a response rota in term-time.**

### **Hours of Duty**

As a team, the Junior Deans will provide cover during evenings (5.30pm to 8.30am) and weekends (from 5.30pm Friday to 8.30am Monday). There will be at least two Junior Deans on duty during these times. The College will provide each Junior Dean with a mobile telephone and they will be contacted by the Lodge duty porter if required. The Porters Lodge and College Officer emergency contact group should be provided with the duty rota on a termly basis. It is anticipated that the Junior Deans will coordinate cover between them to ensure that it is equitable and to allow suitable breaks and study time. In the event that time off is required, at any point, this should be agreed with the line manager.

### **Christmas Closure**

You may be asked to work over the Christmas Closure to support students remaining in residence.

### **Accommodation**

Junior Deans are required to reside in the College for the period of the appointment; either in the Geoffrey Arthur Building or on the Main Site. No charge will be made for this accommodation, however it will be necessary for the College to complete a P11d (End of year expenses and benefits) form for the taxable benefit of your accommodation, utilities and cleaning costs.

In the event of termination of employment by either party, the free accommodation provided with the role will cease and ongoing occupation will be at normal Pembroke rental rates. We reserve the right to terminate any licence to occupy in the normal way.

### **Meals**

Junior Deans are entitled to free meals when the College kitchens are open, unless restrictions are in place on specific occasions. It is also expected that Junior Deans will attend JCR formal dinners unless agreed with the Academic Director.

### **Holiday**

The holiday year runs from 1 October - 30 September. The two May public holidays, which fall in term, are normally worked. Authorisation to take either of the May public holidays as annual leave must be obtained from the Academic Director.

A Junior Dean is entitled to a minimum of 30 working days' holiday in each year, plus the remaining public holidays. During the period when students are in residence from

late September to mid-June, a minimum of 20 working days leave will be allowed, on the understanding that normally one Junior Dean will always be in residence, except over the Christmas College closure period, when other arrangements will be made. Exceptions to this arrangement must be agreed with the line manager.

With regard to the long vacation, every effort will be made to allow the Junior Deans to take time off above the minimum allowance, for both vacation and research purposes. However, should a prolonged period of absence be agreed the College reserves the right to ask the Junior Dean to vacate their allocated room.

The holiday dates should be agreed in advance with the line manager and reasonable notice should be given in this regard.

### **Sickness and Sick Pay**

Junior Deans are paid normal basic remuneration, less the amount of statutory sick pay (SSP) or Social Security Sickness Benefits (SSSB) to which they may be entitled, for the following period:

- (i) with six months service or less: one week full pay and one week half pay
- (ii) with more than six months, but less than two years service: two weeks full pay and two weeks half pay.
- (iii) With two years service or more: four weeks full pay and four weeks half pay.

“Service” means the total period of employment by the College. The College may at any time request a doctor’s certificate.

### **Other paid leave**

You are entitled to the following types of paid leave subject to any qualifying criteria and notification requirements:

- (i) Maternity leave to a maximum of 52 weeks with 26 weeks at full pay and a further 13 weeks at Statutory Maternity Pay; two weeks’ paternity leave at full pay; shared paternity leave (details available on request).
- (ii) Bereavement leave, the length of which is to be determined on an individual basis, paid at full pay. In addition, qualifying parents are entitled to parental bereavement leave in line with statutory entitlements in place from time to time.
- (iii) A reasonable amount of time off for dependants, paid at full pay.

The details above do not form part of your contract of employment and may be amended or withdrawn at any time.

### **Confidentiality**

Junior Deans are not, other than in the proper course of their employment with the College, to use or to disclose to anyone any information of a confidential nature relating to the College or to its business or trade secrets. All information should be handled in line with the [College Confidentiality Policy](#) and no information should be retained by the Junior Dean, which might identify any individual, without the express permission of the individual and the line manager.

## **Disciplinary and Grievance Procedures**

These are contained within the Employee Handbook and are available from the HR Office who will deal with all matters relating to discipline and grievance confidentially.

## **Probationary Period**

There is a probationary period of six months during which time the College, when terminating employment, will give one week's notice in writing and one month's notice in writing will be required from the employee.

## **Lone Working**

Junior Deans must read and comply with the College's policies on Lone Working which can be found on the Staff Hub. The College reserves the right to update and enforce safety protocols for lone working situations, and you are obligated to adhere to these guidelines for your personal safety and the well-being of the College community.

## **College Property**

Upon termination of the employment with the College, for whatever reason, the Junior Dean shall forthwith return to the line manager all correspondence documents and other papers, data storage media, student information and all other property belonging to the College which may be in their possession or under their control.