

Junior Dean (Student Welfare and Wellbeing)

Reports to: Dean (College Regulations/Discipline) and Senior Student Officer

Working hours: Up to 20 hours per week.

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 Registrar, Welfare Advisors, Operations Bursar and Lodge team. The team works closely with the College Doctors at 19 Beaumont Street and all of the College departments. The Welfare team promotes and supports the wellbeing of all students in college and has contact with all the Fellows and College staff at all levels.

Junior Deans are required to reside in College and will need to transfer to become Pembroke students if required.

Day-to-day line management is by the Senior Student Officer.

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 over recent years 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/GAB Duty Officer in emergencies, or concerns for student welfare or wellbeing; such as a fire, an accident requiring first aid, or a mental health crisis.
- May, on occasion, be required to accompany students to seek professional help such as A&E, the GP, or to other emergency services.
- Responsibility is limited to responding on the Pembroke main site, Geoffrey Arthur Building and any College operated property that may be utilised from time-to-time.

Liaison:

- Attend weekly and ad hoc meetings with the members of the Decanal and Welfare teams.
- Attend the Welfare and Equalities committee held at least termly.
- Support candidates during the Undergraduate admissions cycle in Michaelmas term, if required.
- Work with the MCR and JCR peer support and welfare reps to co-ordinate welfare and well-being provision including liaison and on-going support.
- Work collaboratively with the other Junior Dean/s to build an effective team, co-ordinating work, learning from experiences and offering support.

Welfare:

- Ensure that an effective support service is provided to students, whilst maintaining clear professional boundaries within the scope of the work. Junior Deans do not provide counselling to the students; instead offer informed advice and signposting to give students information on sources of further support.
- Report to the Welfare Team any issues that may arise and cause concern, within the recommended guidance on confidentiality.

Wellbeing:

- Work with welfare representatives of the JCR and the MCR to initiate and ensure wellbeing provision is appropriate and effective.
- Initiate and organise a series of social functions for students. These may include, but are not limited to, lunches and drop-in teas, which should be held regularly during term-time.
- 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)

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.

Person Specification

Candidates will be assessed on the basis of the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience need not be just from work, candidates may wish to give examples from study, voluntary work or skills gained in their family or social life.

Criteria	Essential	Desirable
Knowledge, Experience and Qualifications	Current Postgraduate student status at the University of Oxford At least two years of study remaining at the University of Oxford	
		Current first aid qualification
		Mental Health Awareness Training (or equivalent)
		Relevant experience in a previous role
	Experience of handling/ resolving welfare issues	Experience in a similar role within a Higher Education environment
		Peer support training or comparable
Skills and Competencies	Excellent interpersonal and communication skills (oral and written)	
	Excellent organisational skills	
	Ability to effectively influence and/ or persuade others	
	Ability to work without supervision and under pressure	

	Ability to handle sensitive and confidential matters with discretion and initiative	
	Ability to work flexibly and as part of a team	
	Must be entitled and able to work up to 20 hours per week	

This is a fixed term contract with 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

There are at least two Junior Deans on duty at all times, and as a team they will provide cover during weekends and evenings and be contactable during the day. The College provides 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 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.

The Porters and Academic Registrar should be informed of any unavailability. Activities within the Oxford ring road (i.e. within 30 minutes from the College) will not normally need any pre-agreement unless it is suspected that travel around the city may be difficult (e.g. floods or large-scale sporting events).

Junior Deans must complete a monthly return showing the number of hours they have worked. This sheet must be sent to the HR Officer by the 10th of every month.

Place of Work

The place of work is Pembroke College, Oxford, which includes the Geoffrey Arthur Building, other College-owned or rented properties and the Sports Ground.

Accommodation

Junior Deans are required to reside in the College for the period of the appointment; two Junior Deans live in, and have primary responsibility for, the Geoffrey Arthur Building and the two others live on the Main Site. No charge will be made for this accommodation.

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.

Remuneration

Payment is monthly in arrears on 25th of each month by credit transfer into a Bank/Building Society.

Salary of £2,345 per annum. Salaries are reviewed in August of each year.

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 Operations Bursar or other College Officer.

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 Dean and the Operations Bursar.

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.

Training

Junior Deans are required to undertake relevant training as directed by the line manager

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 Data Protection 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.

Contract

If not terminated earlier, this contract will terminate on 31 August 2027.

The College may terminate employment, and will give three months' notice in writing. Similarly, employees may terminate their agreement by giving at least three months' notice in writing to the HR Manager.

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.