



ST CATHERINE'S COLLEGE

Junior Dean – Further Particulars

Fixed term appointment: 22 September 2024 – 5 July 2025

1 Main Conditions of Service

Job title:	Junior Dean
Department:	Decanal Office
Responsible to:	Dean
Reports on a day-to-day basis to:	Dean
Responsible for:	N/A
Annual salary:	£6,734 pro rata

In addition, accommodation and meals in College are provided without charge (see other benefits below). The total value of the stipend plus benefits is in the order of £15,256.

Hours of work: Hours of work will vary on a weekly basis, but will be worked in accordance with the rota agreed by the Dean (in consultation with the Junior Deans). The rota will normally run from the beginning of Week -2 to the end of Week 10 in Michaelmas term, Week 0 to the end of Week 10 in Hilary and Trinity terms and two weeks during the Easter and Christmas vacations.

The role will involve work over night and at weekends, and you will be expected to be in College when you are on duty. You will also be expected to respond to emergency situations at other times as and when you are in College.

When on duty, Junior Deans must be available to be contacted by the Lodge by mobile phone, and be able to reach the Lodge within 20 minutes. On the nights when a Junior Dean is on duty they will be expected to sleep in College. On the nights when the Junior Dean is not on duty, they will normally be expected to sleep in College except where their absence from College has been approved in advance by the Dean.

Junior Dean contracts are typically issued on an annual basis. It would not normally be expected that a Junior Dean would be appointed to a series of contracts exceeding three years.

At the time of appointment and throughout their time in post, applicants must be graduate members of the University and actively pursuing advanced study or research.

If the successful applicant is at another college, they would be required to migrate to St Catherine's.

Leave entitlement:

30 days per annum (pro rata). These days must be taken outside of the period when attendance in College is required. It is not expected that all Junior Deans will be absent from the College at the same time during Christmas and Easter vacations.

Other benefits:

Meals: Breakfast and dinner in Hall without charge in term time (weeks 0-10 in Hilary and Trinity terms and in weeks -2-10 in Michaelmas term). Lunch in Hall without charge in the two weeks prior to 0th Week Michaelmas Term. One lunch and two dinners each week (weeks 1-8) in the Senior Common Room without charge. These provisions are subject to the provision that the kitchen has not been officially closed.

What constitutes a meal will be explained to you when you commence the role. However, it should normally be interpreted as being one standard meal (e.g. one standard starter, one standard main course, one standard dessert), and there is no entitlement to unlimited food or multiple servings.

Accommodation: In College, without charge for the duration of this contract. Whilst Junior Deans will not be asked to move rooms during the Christmas or Easter vacation periods, they will be required to move rooms during the Long Vacation if still in College (e.g. if appointed to a further contract). Junior Deans appointed for the following academic year will not be required to pay for vacation residence during the preceding summer vacation.

Junior Deans will have use of the SCR facilities immediately before and after lunches / dinners at which they attend and when invited by the Dean, but not at other times.

Common Room membership: The Junior Dean will be a member of the MCR.

Appraisal:

This post is not subject to the College's appraisal procedures.

Probation:

The post is subject to a two-month probationary period.

Notice:

This appointment may be terminated by either side by giving three months' notice in writing, subject to the provision that the period of notice may normally only expire at the end of a University term.

2 General information on St Catherine's College

Although one of the newest and largest colleges within Oxford, St Catherine's College can trace its roots back to 1868, when a 'Delegacy for Unattached' students was formed. The Delegacy's mission, as stated by its first Censor, George Kitchin, was to guarantee a University where: *"the best education [would be] placed within the reach of all, rich or poor, who show themselves worthy of it"*.

This mission was achieved by allowing students the opportunity to study at Oxford without having to be a member of a College, which was prohibitively expensive. This was a ground-breaking moment in the history of Oxford, and constituted a revolutionary challenge to the status quo. We are proud to be able to trace our foundation back to such an exciting movement and our ethos today still reflects those original values.

Our modern College, known informally as Catz, was established in 1962 by its founding Master, Lord Alan Bullock. Our grade 1 listed buildings, located in a peaceful setting adjacent to the University Parks, were designed by Danish architect Arne Jacobsen and attract visitors from around the world. The striking modern architecture, fittings and furniture, reflected a move towards the open, contemporary, culture that is still fundamental to our approach today. With a student population of over 500 undergraduates and 400 postgraduates, alongside a thriving community of visiting students, we're a diverse and vibrant College. The offices are a pleasant working environment, with a lively and friendly atmosphere.

The College has excellent facilities including a car park, gym, library, music building, squash and tennis courts, all of which staff are welcome to use. We operate a salary-sacrifice childcare scheme and season ticket loan.

3 Purpose and Duties of the Post

3.1 Purpose

The decanal system at St Catherine's College is composed of a Dean (a Fellow) and a number of Junior Deans (graduate students). The Dean and Junior Deans are responsible for the well-being of student members and for ensuring that student members conduct themselves in accordance with the College's Statutes, By-Laws and Regulations.

Junior Deans are normally appointed for one year in the first instance (with the possibility of renewal for a second year), subject to satisfactory completion of probationary requirements. The College aims to secure a system whereby there is overlap between experienced and new Junior Deans to ensure continuity and facilitate training. All Junior Deans will be required to undergo a Disclosure and Barring Service (DBS) check.

3.2 Main Duties

Under the supervision of the Dean Junior Deans will be responsible for:

Being available for consultation by student members in the event that they seek welfare or other support. It is not expected that the Junior Deans will act as formal guidance counsellors, but rather to provide a 'friendly ear' and, where necessary, encourage students to seek help from other College staff, or professional services available within and outside the University.

- Assisting the Dean in ensuring that student members conduct themselves in accordance with the Statutes, By-Laws and Regulations of the College and the Residential Licence Agreement for resident student members.
- Maintaining a quiet and appropriate College environment during evenings and weekends.
- Dealing with emergencies as they arise. This includes assisting the Lodge Porters in the event of a fire and responding to emergencies relating to admissions candidates staying overnight in College.
- Liaising with the College Doctor and Nurse regarding specific cases where student health or welfare is a cause for concern.
- Assisting Bar staff and the Night Porters in the clearing of the College Bar at closing times. The time of Bar closing may vary in relation to specific event and parties. On all such occasions prior agreement of the Dean must have been sought.
- Overseeing, in combination with security staff, the smooth running of College Entz events and College Balls.
- Serving as a member of the College Welfare Committee.
- Junior Deans will be required to undertake first aid training and other training which might be identified as being appropriate.
- Assisting in the training and induction of new Junior Dean colleagues.
- Under the direction of the Academic Registrar Junior Deans will be responsible for:
 - a. Helping to organise and invigilate College Collections (internal examinations) at the start of each term and Collections resits in the middle of each term.
 - b. Assisting with the invigilation/incarceration arrangements for occasional Public Examinations in College (Additional payments will be made for these duties).
 - c. The orientation of new graduate student members, during September and early October prior to the beginning of Michaelmas Term. This will involve being present in the College Offices, under a rota system, from 9:30am to 5:00pm to receive and advise new graduate student members.
- Any other duties, consistent with the purpose of the job, as may be assigned from time to time by the Dean.

4 Person Specification

Personal attributes based on the duties of the post	Essential (E) or Desirable (D)	Evidence
Qualifications:		
Graduate student at the University of Oxford	E	1, 2, 3
At least one year of study remaining at the University of Oxford	E	1, 2, 3
Current first aid qualification	D	1, 2, 3
Experience/ Knowledge:		
Experience of handling/ resolving welfare issues	E	1, 2, 3
Experience in a similar role within a Higher Education environment	D	1, 2, 3
Skills:		
Excellent interpersonal and communication skills (oral and written)	E	1, 2, 3
Excellent organisational skills	E	1, 2, 3
Ability to effectively influence and/ or persuade others	E	1, 2, 3
Ability to work without supervision and under pressure	E	1, 2, 3
Ability to handle sensitive and confidential matters with discretion and initiative	E	1, 2, 3
Ability to work flexibly and as part of a team	E	1, 2, 3

Evidence: (1) = Application, (2) = Interview, (3) = References

5 How to apply

To apply you should submit a letter of application and curriculum vitae. In your letter of application should outline the qualities/ skills you feel that you would bring to the post of Junior Dean.

In addition you are also asked to submit an Application Form and a Recruitment Monitoring Form. These forms are available of the College's website and can also be obtained from the Personnel Office.

Applications should be sent by email attachment to personnel@stcatz.ox.ac.uk. The closing date for the receipt of applications for this post is **midday on Wednesday 8 May 2024**. Applications received after this time will not normally be considered. We reserve the right to close the post early if sufficient applications are received.

St Catherine's College is committed to equality of opportunity and employment for all. All appointments will be made on the basis of candidates' ability to perform the job and without discrimination on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

References:

Two referees are required for this post. It is expected that one of the referees will be your research supervisor. You should ask your referees to send their references directly to the Personnel Advisor Kate Walters, at personnel@stcatz.ox.ac.uk.

References should arrive at the College no later than the closing date for the receipt of applications.