

From Dr Nicholas Perkins
Dean of St Hugh's College

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Vacancy for a Junior Dean

The College wishes to appoint one **Junior Dean** to take up office in Michaelmas Term 2016. The successful applicant will belong to the decanal team consisting of the Dean, Assistant Dean and usually a total of four Junior Deans.

The Role of Junior Deans

The Junior Deans, acting with powers delegated to them by the Dean, assist with maintaining a respectful and orderly atmosphere in College amongst its student members. Each night during Weeks 0 to 9 in Michaelmas and Hilary Terms and Weeks 0 to 10 in Trinity Term, one or two of the Assistant and Junior Deans are on duty. An individual Junior Dean is likely to be on duty for two or three nights in any given week of term. While on duty, Junior Deans, working with the duty porters, are responsible for the safety and security of Junior Members, for maintaining an appropriate level of quiet, for responding to incidents and for recording details of incidents. Junior Deans do not have a formal welfare role, but inevitably their work requires sensitivity and good judgement in dealing with individual cases, and liaison with the welfare team at the College. University-organized training or information sessions may be offered to Junior Deans to help them develop their skills.

In addition, Junior Deans must be prepared to attend the University's exam invigilation training (1 hour in Hilary Term) and undertake some paid invigilation of University Examinations in College, usually in Trinity Term.

A Junior Dean must, while in post, be a graduate student of the College, normally studying for a D.Phil. An appointment is for one year in the first instance and may be renewed, subject to a satisfactory formal review. A Junior Dean receives free accommodation while in post, and has an allowance of meals in Hall during term time and part of the Christmas and Easter Vacations. Junior Deans are also entitled to two free lunches per week at High Table. The accommodation offered will be in buildings occupied principally by undergraduates but will take account of the fact that Junior Deans are graduates. A Junior Dean may be required to live in one building during term time and another during some vacations (though in practice this possibility has never recently proved necessary).

St Hugh's is conscious of regulations relating to tier 4 visa holders. Because the College employs more Junior Deans than many other colleges, and so each Junior Dean's working hours are relatively modest, we are satisfied that a tier 4 visa holder can hold this position notwithstanding the limit of 20 hours work per week specified by the Home Office. This can be discussed on an individual basis.

Skills Required

Applicants will need to have the following skills and qualities:

- The ability to be both calm and authoritative in dealing with students, often late at night
- Integrity and good judgement
- The ability to work reliably and effectively as part of a team
- Very good communication and interpersonal skills

Experience that could be an advantage

- Candidates who have some relevant experience of working in a role of pastoral responsibility with young people or undergraduate students may be at an advantage, but such experience is not essential.

Applicants should send their applications to the Dean's Secretary, Mrs Felicity Walker, felicity.walker@st-hughs.ox.ac.uk, to arrive by no later than **12pm on Tuesday 14 June 2016**. Applications must contain a covering letter, a curriculum vitae and a letter of reference from someone who knows the candidate well (eg. a supervisor, or former tutor or employer); the reference may be sent directly by the referee. In addition, applications must include or arrange to be sent to Mrs Walker the written agreement of the applicant's College graduate advisor or equivalent. Interviews for the posts will be held on **Monday 20 or Tuesday 21 June**. If there is any reason why you would find it impossible to be available for interview on those days, please include that information in your covering letter.

If potential applicants have further questions about the position, they may contact Mrs Walker by email.