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**Job title Junior Dean**

**Summary of the job** To assist the Dean, and other College Officers, by responding to disciplinary and welfare incidents. The Junior Dean also has a role in assisting the Dean in student discipline.

**Responsible to The Dean**

**Hours of work** The Junior Deans (x 3) as a group provide on call cover for 100% of the nights during each term and weekends. During these times the night cover is from 7pm to 8am the next morning and at the weekends from 8am to 7pm. The Junior Dean on duty is expected to reside in College every night from 10.30pm on the nights when they are on call and be within 15 minutes of College on the alternate weekends.

The duty period runs from:

**Michaelmas** - Monday evening of minus 1st week to Sunday morning

at the beginning of 10th week

**Hilary** – Sunday evening at the beginning of 0th week to Sunday

morning at the beginning of 10th week

**Trinity** – Sunday evening at the beginning of 0th week to Sunday

morning at the beginning of 10th week

**Main Purpose of Job**

The Junior Dean acts as a key liaison figure between staff and students, assisting the Dean and other College Officers with particular regard to maintaining discipline amongst student members and holding a role within the College’s welfare team. The Junior Dean may be required to follow up on issues referred by the Dean, other Officers or relevant professionals, as appropriate. They will be required to any disciplinary incidents occurring in the College sites, outside of standard College hours.

The Junior Dean reports directly to, and is expected to keep in close contact with, the Dean.

The post-holder may be asked to undertake some basic first aid, fire marshal, or mental health first aid training.

The post-holder will cover all three College sites and must travel to them as requested.

**Main tasks of job**

* To oversee College discipline by responding to disciplinary and welfare incidents that occur during the hours of duty. Typical incidents include noise complaints, illegal parties and damage to property, student illness, or personal problems. This will typically require the

June 2022

Junior Dean to remind a junior member of their responsibility to the community or alert them to the implications of failing to comply with a College By-Law. Failure of the junior member to comply with a request from the Junior Dean will lead to them being referred to the Dean.

* Attend, and assist with, the Dean’s Hour and other ad hoc meetings, as deemed necessary.
* To visit the bar each night that it is open, usually at around 10 pm, to check on behaviour and see if the bar staff have any concerns. If the bar is quiet, the Junior Dean need only stay very briefly; if the bar is very busy they might stay for longer. A few times a term (such as end of term parties), the Junior Dean may be required from about 9pm to 11pm.
* Being available, whilst on duty, for occasional, consultation by students, particularly regarding welfare or disciplinary issues. In such instances, the Junior Dean is only expected to serve as a first point of contact, and should encourage students to seek appropriate support from College or University staff.
* To assist the night porter on duty with incidents, which the porter cannot effectively respond to on their own, particularly as regards safety and security in college, including assisting the Lodge Porter in the event of a fire.
* As requested by the Lodge Receptionist, attend lock outs at Stevens Close and Herbert’s Close or cover the Lodge while the Lodge Porter attends.
* Participate as a member of the Welfare Consultative Committee, which meets once a term, and other meetings as appropriate.
* Make an effort to be known to students and staff in college. An important part of this is attending a number of college-organized events for new students in Freshers’ Week.
* The Junior Dean on duty must ensure they carry the College phone and then return it to the Lodge when their duty ends at 8am.
* Be the main point of contact in case of a student emergency occurring during the night (this may occasionally include accompanying a student to hospital or other out of hours medical services).
* To be aware of events happening in college, and check on behaviour as necessary, this is only usually a significant duty in the case of bops in the JCR.
* To cover the JCR specific events, as listed on the Term Card, working alongside the other Junior Dean (both must be on duty).
* The Junior Dean may need to liaise with college officers such as the Dean, Welfare Officer, College Nurse, etc., outside of working hours to arrange an appropriate disciplinary or welfare response to incidents that have occurred.
* To attend meetings convened by the Dean with the relevant JCR and MCR representatives in 0th week to approve the proposed Entz termcard.
* To advise the Dean as appropriate on matters of disciplinary policy.

June 2022

* Any other reasonable duties, consistent with the purpose of the job, as may be assigned occasionally by the Dean.
* While on duty, the Junior Dean may be asked to support Caretakers in responding to serious incidents occurring at one of Jesus’ external sites, or to respond to incidents involving Jesus college students elsewhere in Oxford.
* In exceptional circumstances, the Junior Dean may be asked to respond to emergency situations at other times as and when they are in College.

June 2022