

Junior Dean (Two roles and open only to current Green Templeton students)

Green Templeton is seeking to appoint two Junior Deans for the remainder of the current academic year and for the duration of the next academic year. Candidates must already be enrolled as Green Templeton students. Each Junior Dean is expected to devote an average of 10-13 hours per week to the position.

Main Purpose of Job

Junior Deans act as key liaison figures between staff and students, assist the Dean of Welfare as well as the Dean of Discipline, Senior Tutor and Academic Registrar, and have a central role within the college's welfare team. Junior Deans may be required to follow up on issues referred by the Principal, Deans, Bursar, Senior Tutor, Academic Administrator, College Doctor, Lodge Manager and Housekeeper, and will in turn be expected to refer issues to relevant professionals as appropriate. Junior Deans must live on-site at Green Templeton and should not have any plans for large blocks of time spent on fieldwork during the length of this appointment.

Together the Junior Deans report directly to the Dean of Welfare, and are expected to meet regularly with her/him.

Key Tasks:

Student Welfare and Discipline

- To support students with welfare issues, and to refer on to relevant professionals as appropriate. To liaise with the Dean of Welfare.
- To address disciplinary issues in coordination with the Dean and Operations Manager (Estates).
- To refer health and safety issues to the College's Health and Safety Officer.

Accessibility and Monitoring

- To remain in college at least five nights per week from weeks 0-9, except for times when granted permission by the Dean of Welfare.
- To be on-call in case of emergencies on a 24-hr basis (shared responsibility).
- To attend GCR events, including bops, when appropriate.
- To retain a logbook of incidents and activities; produce reports as requested.

Coordination and Representation

- To communicate effectively with the Academic Administrator and Dean and involve them when appropriate.
- To work closely with the other Junior Dean, dividing tasks equitably and sharing information as appropriate.
- To help coordinate the Green Templeton House Supervisors (jointly with the Operations Manager (Estates) and the Accommodation Services Manager)
- To work with the Accommodation Manager and arrange and lead a termly meeting (in week 1 or 2) with all of the college House Supervisors.
- To help coordinate the GCR Welfare team (jointly with the GCR Vice President for Welfare)
- To help coordinate the Green Templeton Peer Supporters (jointly with Counselling Service)
- To sit on the Welfare Committee.

- To undergo training to become an invigilator and to invigilate exams in college from time to time. Occasionally, this could take place at a weekend.

Junior Dean – Person Specification

Essential

- Ability to relate professionally with staff, fellows, and students
- Ability to be approachable, empathic, and listen sensitively without being judgmental
- An understanding of confidentiality when dealing with sensitive and personal issues
- Ability to act as an advocate when required
- Experience working as part of a team
- Flexibility to put in the hours demanded by the position
- Ability to take the lead, once provided with the appropriate training, in practical situations involving health and safety
- Ability to keep meticulous records and write reports to deadline
- Knowledge of male and female welfare issues
- Must live on-site at Green Templeton for duration of appointment

Training and Support

Each Junior Dean will be required to attend the University Counselling Service's 30-hour Junior Dean training course in September and to take a one-day course in First Aid. The Junior Deans will further be required to attend the Counselling Service's fortnightly Junior Dean supervisions during term time throughout their tenures as Junior Deans.

The Junior Deans may also choose, but are not required, to attend welfare and safety training courses offered through OUSU, Nightline, and other providers.

Hours

It is expected that the Junior Deans will commit to an average of 10-13 hours per week on these duties. The two Junior Deans will be asked to live on-site and co-ordinate their activities to provide maximum cover for the college. In addition, this will involve being on-call during evenings and weekends in conjunction with the other Junior Dean.

Term

The appointment is to 31 August 2021 in the first instance and includes the summer periods.

Remuneration

Green Templeton will provide free accommodation (normally on the main college site), lunch when the kitchen is open, and a stipend of £300 per term.

How to apply

Applications are invited from students who are continuing their studies until the end of the academic year 2020/21 and who are not expecting to be away on fieldwork, electives etc.

To apply, please submit the following **by noon on Friday 14 February 2020** to hr@gtc.ox.ac.uk:

- A comprehensive curriculum vitae giving details of relevant achievements as well as your educational and professional qualifications.
- A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification
- Contact details of two referees. We will assume that we are free to approach referees at any stage of the application process unless the applicant states otherwise. Please state such requirements explicitly alongside the details of the relevant referee(s);
- One of the referees should be the current academic supervisor who confirms that they are making good progress with their research and that the supervisor supports the application for the Junior Dean position.

It is possible, but not preferred, to send applications by post to Human Resources Department, Green Templeton College, Woodstock Road, Oxford OX2 6HG.

Recruitment Timetable

Interviews will take place on Tuesday 17 March 2020. As there are several individuals involved in the selection process it will not be possible to alter the interview date.

In the interests of economy we will only contact those candidates who have been shortlisted for interview and they will be informed by telephone or email. If you do not hear from us within two weeks of the closing date please assume that you have not been shortlisted on this occasion.

About Green Templeton College

Green Templeton College is a graduate community at the heart of the University of Oxford. It brings together students, academics and practitioners with a particular focus on business and management, health and medicine, and social sciences.

With around 600 students from close to 75 countries and more than 250 fellows, we are international, family friendly and future focused within a traditional Oxford setting.

Collaborations and interactions across our community of students, fellows and staff are actively encouraged and our egalitarian ethos is epitomised by a single common room. The inclusion of all, regardless of gender, sexual identity, race, ethnicity or class, is one of our foundational principles.