MANSFIELD COLLEGE

ASSISTANT JUNIOR DEAN – WYVILL COURT

FURTHER PARTICULARS and TERMS OF REFERENCE

Mansfield College has four primary centres of student accommodation:

- The main college site on Mansfield Road, where about 175 students live;
- The Ablethorpe Building and the adjacent Rhodes Wolfson Building (61 rooms) located between St Clements and Cowley Road;
- A group of three large houses on the Cowley Road comprising around 40 rooms;
- Wyvill Court on the Botley Road comprising 28 rooms.

The Junior Dean (Main Site) is based on the main College site and is supported by the Assistant Junior Dean (Main Site). The Junior Dean (Offsite) is based in a flat in the Rhodes Wolfson building and is supported by the Assistant Junior Dean (Offsite), also based in Rhodes Wolfson and the Assistant Junior Dean (Wyvill Court) is based at Wyvill Court.

The Junior Deans and Assistant Junior Deans are all required to be postgraduate students of Oxford University. They must also be co-operative, flexible, and possess good communication skills. All play a vital role in assisting with the smooth running of the College, and make valuable contributions to the pastoral care of students.

Duties

1. The role of the Assistant Junior Dean (Wyvill Court) is to work under the Junior Dean (Offsite) to provide welfare support and maintain discipline for students living at Wyvill Court.

Residence and Availability

2. **During term** the Assistant Junior Dean (Wyvill Court) is expected to be resident from weeks 0 to 10 inclusive taking part in a duty rota which ensures seven nights of cover. In the event that the Assistant Junior Dean is to be absent for any reason, arrangements are to be made with the Junior Dean to ensure that any incident arising can be reported and dealt with.

3. **During vacations** (i.e. outside weeks 0 to 10) the Assistant Junior Dean (Wyvill Court) is expected on an equal basis to establish a full rota to cover all days other than Good Friday to Easter Monday, and Christmas Day to New Year’s Day.

4. The Assistant Junior Dean (Wyvill Court) may undertake shifts as part of the Lodge staffing rota, although this is not a requirement of the post. Separate remuneration for this will be made at the relevant hourly rate for Lodge casual staff.
5. Under the direction of the College Office (if required and for additional remuneration as set out below) the Assistant Junior Dean (Wyvill Court) will be required to:
   - Help to organise and invigilate College Collections (internal examinations) in 0th week of each term;
   - Assist with the invigilation/incarceration arrangements for occasional Public Examinations in College.

Remuneration

6. Accommodation is provided free of charge.

7. There is a £10 per night duty payment plus a further £10 per day for any duties carried out during periods of closure. These payments are made on the completion of a claim form.

8. Invigilation of collections is paid at a rate of £11.13 per hour.

9. When on duty an additional retainer for exam periods is payable at a rate of £5 per day. Should the College Office require assistance during this period (see point 9 above) the rates are £12.36 per invigilation hour, £12.36 per incarceration hour in daytime and £50 per incarceration night (2300 to 0700).

Person specification

A postgraduate student of Oxford University with at least one year of study remaining.

Previous experience of handling welfare issues and of supervising groups of young people in residential situations is highly desirable.

Ability to handle sensitive and confidential matters with discretion and initiative.

Ability to work flexibly as part of a team

Application Procedure

Please submit a letter of application with details of two referees to Jane Buswell at jane.buswell@mansfield.ox.ac.uk by 5pm 17th June.

Issued by:

Mr Allan Dodd, Bursar

March 2019