ASSISTANT JUNIOR DEAN – ABLETHORPE/RHODES WOLFSON

FURTHER PARTICULARS

Mansfield College has three primary centres of student accommodation. The first is the main college site on Mansfield Road, where about 175 students live. The second consists of the Ablethorpe Building and the adjacent Rhodes Wolfson Building (61 rooms) located between St Clements and Cowley Road. The third is a group of three large houses on the Cowley Road comprising around forty rooms and typically occupied by a mixture of graduate and visiting students.

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 (Cowley Road) based at 229 Cowley Road.

The Junior Deans and Assistant Junior Deans are all required to be postgraduate students of Oxford University. Their fundamental role is one of student welfare, but also includes the maintenance of discipline where required. 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. They are expected to play an active role in College life, and to be much in evidence around the College. An entertainment allowance will be provided to enable the Junior Dean to meet groups of students on an informal basis.

Duties

1. The role of the Assistant Junior Dean (Ablethorpe/Rhodes Wolfson) is to work under the Junior Dean (Offsite) to provide welfare support and maintain discipline for students living in the Ablethorpe and Rhodes Wolfson buildings.

Residence and Availability

2. During term the Assistant Junior Dean (Ablethorpe/Rhodes Wolfson) is required to be resident from weeks 0 to 10 inclusive taking part in a duty rota as follows:
   - Junior Dean or Assistant Junior Dean – 4 nights per week
   - Assistant Junior Dean – 3 nights per week

3. During vacations (i.e. outside weeks 0 to 10) the Junior Dean (Off-site) and Assistant Junior Dean (Ablethorpe/Rhodes Wolfson) are expected to ensure that a full duty rota can be maintained. During the long summer vacation the College will seek to provide additional cover such that the Junior Dean and Assistant Junior Dean are required to cover only one third of the vacation period. The Bursar and the Dean may also be approached to consider alternative arrangements for cover during the vacations when exceptional circumstances arise.

4. Emergencies. Junior Deans and Graduate Assistants are required to run a daytime rota so that one member of the team has the duty phone, in case of any urgent incident that may occur during the day, at times when other senior members of staff are not available. Such incidents are extremely rare and the attendance of the Junior Deans or Graduate Assistants
would therefore be required only in exceptional cases. There would be a separate payment in the event of one of the team being called out in such circumstances.

5. Under the direction of the College Office (if required and for additional remuneration as set out below) the Assistant Junior Dean (Ablethorpe/Rhodes Wolfson) will be required to:
   - Help to organise and invigilate College Collections (internal examinations) in 0\textsuperscript{th} week of each term;
   - Assist with the invigilation/incarceration arrangements for occasional Public Examinations in College.

6. The Assistant Junior Deans are required to hold a first aid qualification. The necessary training will be provided at the College’s expense. The post may also be subject to Criminal Record Bureau checks.

**Remuneration**

7. Accommodation is provided free of charge.

8. 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.

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

10. 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

**Applications**

Please send letter of application and CV to jane.buswell@mansfield.ox.ac.uk by noon on the 8\textsuperscript{th} March.

Issued by:

Dr Chris Salamone, Dean
Mr Allan Dodd, Bursar

February 2019