The post of Sub-Dean is intended for senior graduate students (i.e., normally taken up by students in the second or third year of their graduate programme). The post will run from 1 September 2018 to 31 August 2019, subject to a 3-month probationary period.

The primary role of the Sub-Deans is to act as a decanal presence, particularly in evenings and at weekends in term-time, and occasionally for longer periods out of term.

The Sub-Deans are the first point of call for all disciplinary and welfare matters that require immediate response. This will involve exercising the authority of the Deans of Arts over all students of the College, including in any incidents reported by the porters, who will rely on the Sub-Deans to be on call at all times unless otherwise arranged in advance (see below).

Specifically, the Sub-Deans will be required to undertake the following duties:

**Discipline**

The Sub-Dean will be required to deal with emergencies as they arise and to help to maintain an appropriate environment in the College by upholding its regulations, especially in the evenings, overnight and at weekends. This will involve the following activities:

i) Be on call to deal with incidents reported by the duty porter in the evenings and overnight, and all day on Saturdays and Sundays, unless otherwise agreed and communicated in advance (see below).

ii) Be ready to act on his/her own initiative as appropriate to maintain good order in the College.

iii) Oversee, in cooperation with the bar manager and others as appropriate, the smooth running of parties, bops and other approved entertainments.

iv) Liaise with the other sub-deans, the Lodge Manager, the Deans of Arts, the President, and others as necessary to monitor issues that might from time to time affect the maintenance of a considerate and respectful environment in the College.

v) In the case of serious breaches of discipline, the Sub-Dean will be expected to note the names of those involved and the nature of the intervention and Summon them...
on the spot to attend the next Dean’s Hour, unless the incident is sufficiently serious as to require a meeting with the Deans of Arts as soon as is possible. In any event, the details of the incident should be relayed as soon as practically possible to the Deans of Arts, usually by email. Disciplinary measures will then be taken by the Deans of Arts following the College’s non-academic disciplinary procedures, detailed in the Information and Regulations for Members of the College.

**Welfare**

In the normal course of being resident on-site, Sub-Deans are part of the College’s network for providing support and pastoral care to students. In this capacity, the Sub-Deans will be required to:

i) Liaise as appropriate with the other Sub-Deans, the Deans of Arts, Dean of Divinity, the Tutor for Equality and Diversity, Harassment Officers, and JCR and MCR welfare reps.

ii) Be aware of issues to do with student welfare in general and deal with individual cases of concern as and when they arise.

iii) Be available for consultation by Junior Members seeking support or advice and be ready to listen supportively. Though not expected to act as a counsellor, each successful applicant should become familiar with the range of professional assistance available to students so that he or she can direct students towards the most appropriate sources of help.

iv) To attend the Deans’ Dinners – an occasion where first-year undergraduates are invited to dinner with senior members of the College.

**Other Duties and Responsibilities**

i) Undertake first aid training (at the College’s expense) and participate in relevant training courses (e.g. the pre-term training course for Junior Deans run by the University’s Counselling Service; ‘Listening Skills’ and, ‘Harassment’ courses).

ii) Any other duties which the Deans of Arts may reasonably request from time to time (e.g. to attend Formal Hall and other dinners at certain times, particularly if no Fellows are present. This will be at the College’s expense. When this arises it may necessarily be at very short notice).

**Residence and On-Call Requirements**

Your hours of work will be as required up to a maximum of 20 hours per week. The Sub-Deans are expected to be in residence during term time, normally from Weeks 0 to 9 inclusive, except that in Michaelmas they must be in Oxford in the week during which the pre-sessional Mathematics Freshers’ course is held (the week before 0th Week), and in Trinity Term they must remain available until the end of Final examinations. The Sub-Deans must generally be available from 6 p.m. during the
week, and day and night at weekends. It may occasionally be necessary to call on one
or more of the sub-deans to assist with urgent matters that arise during the day.

In addition, the Sub-Deans will be expected to be in residence for the whole of the
admissions period (i.e. until Thursday of Week 10 of Michaelmas Term) and during
the Easter vacation, when dozens of students remain on the main site. The
coordination of these periods of additional residence will be agreed in advance with
the Deans of Arts. There may also be occasions during each vacation when it is
necessary for the Sub-Deans to assist in dealing with problems that arise with resident
students, including visiting students.

The Sub-Deans are expected to plan a rota for term-time, naming two Sub-Deans ‘on
call’ at any time. The rota and mobile numbers for each Sub-Dean should be
distributed to the Lodge, the Home Bursar and the Deans of Arts in Noughth week of
each term. The third Sub-Dean who is ‘off-rota’ should be available to help if
necessary and in the case of College Bops all three sub-deans are required to attend.
On the exceptional occasions when one or other of the other Sub-Deans is not in
residence overnight, or for a similar span of time, and cannot be called upon by the
porters to be present at short notice, the other Sub-Deans will need to be available as a
substitute in the area of College requiring coverage. Permission to be out of residence
overnight must be sought from the Deans of Arts, and in term-time will only be
granted in an exceptional case.

If a situation does arise where none of the Sub-Deans are available, it is the
responsibility of the Sub-Deans to make arrangements for the President to be on call
in the case of an emergency. This procedure should only be applied in very
exceptional cases. In any case, it is the responsibility of each Sub-Dean to ensure that
the porters are informed who should be contacted on each occasion when s/he is not
available, according to a protocol agreed in advance with the Deans of Arts and
Lodge Manager.

A Sub-Dean who has not attended the University Counselling Service’s pre-term
course for Junior Deans will normally be expected to complete that course in
September of the starting year.

Applicants should note that fulfilling the responsibilities of the position may involve
some unscheduled periods of temporarily time-consuming work at short notice.

**Personal profile**

Applicants must be in good academic standing; have excellent inter-personal skills;
and be able to demonstrate high standards of personal and professional integrity, good
organisational skills, and tact. It is essential that each Sub-Dean should enjoy the
respect of his/her peers and be able to command both trust and authority. The Sub-
Deans should be as active as possible in College, getting to know and mixing with the
undergraduates, graduates, tutors, Fellows, the Lodge Manager and his/her colleagues, and facilitating good information flow.

The post of Sub-Dean is a fixed-term appointment, normally for one year. However, s/he may ask to be considered for reappointment for a further fixed-term period, provided s/he is in good academic standing and still actively engaged in their current graduate programme of studies (except that where appropriate, the term of appointment may be extended beyond the viva by a few months).

**Remuneration**

1) free College accommodation. Applicants should be aware that the College accommodation provided for this role may not be suitable for families;
2) an annual stipend (currently £2,556) which includes entertainment expenses;
3) 7 meals per week (lunch or dinner) for the duration of this contract, either through the Buttery in Hall or in the SCR.
4) The College will supply a mobile phone that should be carried at all times when on college business.

**Application Process**

Applicants should send a CV and letter outlining their qualifications and relevant experience to the Deans, marked for the attention of Mrs Katie Taylor-O’Connor, Grammar Hall, Magdalen College. They should also arrange for a confidential letter of support from their supervisor or head of department (hard copy or email) to be sent to Mrs Taylor-O’Connor in the Grammar Hall (katie.taylor-oconnor@magd.ox.ac.uk). Applicants are also asked to complete an Equal Opportunities Monitoring Form to be emailed to human.resources@magd.ox.ac.uk

All applications and references must be received by noon on Thursday 26th April (First Week). No applications or references received after this time will be considered. **Interviews for selected candidates will be held on Thursday 3rd or Friday 4th May (Second Week).**

The Deans of Arts