



MAGDALEN COLLEGE, OXFORD

COLLEGE MENTOR FOR STUDENTS (Reference Number: GH24001)

FURTHER PARTICULARS

Magdalen College is seeking to appoint a College Mentor for Students to provide practical and informed advice to students at the College regarding welfare matters, and to work closely and sensitively with the wider group concerned with the welfare of undergraduate and graduate students within the College. These include the Dean for Welfare, the Senior Dean, the Student Support Administrators, Subject Tutors, Personal Tutors (for undergraduates), the Senior Tutor/Tutor for Graduates, the College Nurse, College Doctors, College Counsellor, Dean of Divinity (the College Chaplain), the officers of the Junior and Middle Common Rooms (for undergraduates and graduates respectively) and Peer Supporters.

The successful candidate will have relevant experience, which might include providing academic skills support, pastoral care in an academic setting, familiarity with the issues faced by students with a range of conditions, including ADHD, autism, and SpLDs, experience in dealing with a range of psychological, emotional, and practical problems, and helping students to develop their independence and to build resilience. It is envisaged that the appointee could combine this position with an existing research, teaching, or other professional role, but no particular arrangement is expected, and the College welcomes applications from a wide variety of professional backgrounds.

The post is 50% FTE spread over the course of the academic year (1 October 2024 to 30 September 2025), with the majority of the hours concentrated in the Oxford University Term Weeks 0–10. Some flexibility of hours, including occasional evening work, is essential. Some training, appropriate to the specific nature of the student environment, may be provided. However, it is important that candidates already have a good understanding of University life and work.

For the performance of these duties, the College Mentor for Students provides support to the Tutor for Welfare and reports to Magdalen's Academic Administrator (as Line Manager). Collegiality and team-working are essential to the role. The post runs from 1 October 2024 to 30 September 2025. There is a possibility of re-appointment thereafter.

The College Mentor for Students is employed by the President and Fellows of Magdalen College (the official name of which is 'The College of St Mary Magdalen in the University of Oxford') and is responsible under them to the Home Bursar.

Magdalen College

Magdalen College was founded in 1458 by William Waynflete, Bishop of Winchester and Lord

Chancellor, on the site of the Hospital of St John, just outside Oxford's East Gate, near the centre of the modern city. Its top priorities are academic excellence and the fostering of a supportive and inclusive community, and it is committed to the tutorial system as a personalised and intellectually challenging method for undergraduate teaching. It also seeks to provide an outstanding environment in which graduate students may flourish. In any one year there are approximately 400 Magdalen undergraduates and 240 graduates. The College prides itself on the welfare provision it offers its students. The Governing Body of Magdalen consists of the President and 66 Fellows, including Professorial Fellows, Tutorial Fellows, and Fellows by Examination (Junior Research Fellows). The President of the College is Dinah Rose, KC. Further information is available on the College website at: <https://www.magd.ox.ac.uk>.

Duties of the post

The appointee will play an important role within the College's existing welfare provision, and will:

1. Be a familiar and accessible figure to all of the College's students and be available to listen to students' concerns and to provide practical and informed advice to students at the College regarding welfare matters. A suitable room in College will be provided for this.
2. Respond to individual students' varied timetables and situations in an appropriate and timely fashion. Some flexibility of hours, including occasional evening work, is essential.
3. Meet with students and provide a wide range of support, with a focus on directing students to practical solutions to their problems.
4. Organise courses and workshops for students given by others (e.g. on Mindfulness).
5. Liaise with the University's Careers Service on providing guidance to students about their career choices.
6. Keep clear professional boundaries within the scope of the work, ensuring that an effective support service is provided to students. The College Mentor for Students is not expected to and should not provide professional counselling to the students (a College Counsellor, who is a member of the University's Counselling Service, and the University's Counselling Service itself are available for this), but should provide informed advice and give students information on sources of further support. The College Mentor for Students should always refer the student to a qualified professional for help or check with a qualified professional if they are not sure how to advise the student.
7. Where appropriate, refer students to other sources of pastoral support available within and outside College (e.g. in cases of financial problems).
8. Report regularly to the Dean for Welfare on student issues and to the Academic Administrator (as Line Manager) on work done and hours covered.
9. Liaise sensitively with academic and welfare staff regarding student problems.
10. Work with officers of the JCR and MCR and Peer Supporters on measures to encourage student self-help.

11. Participate in University workshops on pastoral issues, build up good knowledge and practice in College, and pass on knowledge to others.
12. Provide updates on welfare issues where appropriate to relevant College Committees and to the Student Welfare Group, which meets three times per term.
13. Participate in welfare information sessions for all new students at the start of Michaelmas Term.
14. Support welfare events throughout the year as required.
15. Follow the College's policy on confidentiality in student health and welfare at all times.
16. Undertake any relevant job-related training requested by the College.
17. Undertake any other tasks appropriate for the role.

Person Specification

Candidates will be assessed on the basis of the following selection criteria (candidates should address these in their letters of application):

1. A good Honours degree.
2. Experience of supporting students in an academic or welfare context.
3. Excellent oral and written communication skills, and an appropriate level of computer literacy.
4. Ability to demonstrate excellent time-management skills and the ability to work under pressure.
5. Ability to work both as part of a team and independently.

Hours of Work

The post is 50% FTE spread over the course of the academic year (1 October 2024 to 30 September 2025), with the majority of the hours concentrated in Oxford University Term Weeks 0–10. A flexible approach to working hours is required, including occasional evening work. The working pattern for University term-time and University vacation-time will be agreed with the Academic Administrator in consultation with the Dean for Welfare and the Senior Dean.

Salary

The salary for the post will be on the scale £14,380 – £18,550 per annum (0.5 of Grade 5 of the University pay scale), depending on skills and experience, plus £750 per annum College Weighting.

Benefits

- 130 free lunches during the year when the kitchen is open
- Optional membership of contributory pension scheme
- Car parking (subject to availability)
- Use of sports facilities
- Optional contributory Healthcare scheme
- Bus pass purchase scheme
- Holiday entitlement of 30 working days plus bank holidays pro rata per annum (some restrictions may apply when holiday cannot be taken and some set days of holiday must be taken when the College is closed)

The College particularly welcomes applications from Black, Asian, and Minority Ethnic candidates.

Application Procedure and Deadline

A detailed letter of application and a completed application form (which can be found on the College website at: www.magd.ox.ac.uk/job-vacancies) should be emailed to human.resources@magd.ox.ac.uk by **12.00 noon on Monday 2 September 2024**. Candidates are expected to use their letters of application to state clearly why they are interested in the post and how their qualifications and experience suit them for it. **Late or incomplete applications will not be accepted.** Following the offer of the position, appointment will be subject to (a) satisfactory references, (b) satisfactory completion of a medical questionnaire, and (c) provision of proof of the right to work in the UK.

It is expected that interviews will take place on Monday 16 September 2024. Interviewed candidates will be asked to begin the interview (which will last for approximately 30 minutes in total) by setting out for the interview panel for a maximum of five minutes their understanding of the range of welfare concerns which affect University students in an environment which places a high value on academic excellence, and of the range of practical approaches which exist for addressing these.

Magdalen College is an Equal Opportunities Employer. Further information can be obtained from the College website at www.magd.ox.ac.uk/equality/.

Recruitment Monitoring

A Magdalen College Recruitment Monitoring Form will be found at the following page on the Magdalen College website:

www.magd.ox.ac.uk/job-vacancies/.

Applicants are requested to complete the form and return it by email to Human Resources at Magdalen College (human.resources@magd.ox.ac.uk). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018

and the College's Data Protection Policy, which can be found at www.magd.ox.ac.uk/other-policies/data-protection/.