



University of Oxford
**St Edmund
Hall**

SUB DEAN

Job Description and Further Particulars

1. About the College

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 376 undergraduate and 315 graduate students in addition to administrative and domestic staff.

Medieval halls were established to house and educate undergraduates, many of them predating Oxford's colleges. St Edmund Hall was the last of these many medieval halls to survive, becoming a fully incorporated college in the twentieth century. The first documented reference to St Edmund Hall is from 1317, which indicates an earlier foundation. Although Oxford's oldest colleges date to the mid-thirteenth century, it was not until the sixteenth century that the colleges commonly admitted undergraduates.

St Edmund Hall therefore has a claim to be the oldest surviving academic society to house and educate undergraduates in any university – and it continues to provide an inspiring home for students today. The College, affectionately known as 'Teddy Hall' both within Oxford and in the wider world, is committed to academic excellence and to selecting the most academically able students regardless of background. In that context St Edmund Hall today is able to combine the rich history of its long life as a Hall with the modernity and adaptability of a modern college within the University of Oxford.

2. Overview of the Decanal Team Roles

St Edmund Hall's Decanal Team consists of a Junior Dean, two Assistant Junior Deans and two Sub-deans.

The Junior Dean is responsible (under the Dean) for the discipline and welfare of junior members on the Queen's Lane site and for the William R Miller property and for leading the Decanal Team. They are also expected to deputise for the Dean as required. The Junior Dean is expected to be available (on call) for an average of four nights out of every seven, on a first-call rota, during 0th to 9th week of each term. A room in College will be provided to facilitate the performance of these duties.

The Assistant Junior Deans are responsible with the Junior Dean for the discipline and welfare of junior members on the Queen's Lane site. They are expected to be available (on call) for an average of three nights out of every seven in term time on a first-call rota of decanal responsibility to be drawn up by the Junior Dean. A room in College will be provided to facilitate the performance of these duties.

The Sub-Deans are responsible for the discipline and welfare of junior members resident in College annexes, and at the College's residences in Circus Street. There shall be one Sub-Dean responsible for Tamesis and one for Norham St Edmund. The Junior Dean, is also responsible for the William R Miller building as they reside at the property. The Sub-Dean at Tamesis is also responsible for ensuring a satisfactory level of decanal provision for the College's residences in Circus Street. The Sub-Deans are expected to make themselves known to and work effectively with the staff working on each site and the Lodge Porters at Queen's Lane. Rooms in the appropriate annexes will be provided to facilitate the performance of these duties.

Cover at any one site for short periods of overnight absence may be arranged with another member of the team, provided the Dean and the Head Porter are informed in advance and given the contact details of the substitute.

Although members of the Decanal Team are assigned to particular sites and are expected primarily to take responsibility for decanal matters on those sites, they are also expected to contribute to the wider work of the team, including where appropriate dealing with disciplinary and welfare matters relating to students not resident at their site.

3. Main Duties

3.1 Enforcement of College Regulations

- 3.1.1 Enforce College regulations concerning noise, safety, and individual conduct as specified in the College's by-laws and in the student regulations known as the Grey Book.
- 3.1.2 Monitor and, if necessary, intervene in the conduct of dinners, parties, and other gatherings organised by junior members.
- 3.1.3 Attend College events involving junior members as requested. These are likely to include, but are not necessarily limited to, Freshers' induction drinks, St Edmund Feast, and other selected dinners. The Junior and Assistant Junior Dean should supervise events on the Queen's Lane site such as bops and balls; other members of the team should be present at balls and (on request) at bops.

The Decanal Team's duty to ensure the discipline and welfare of junior members extends, when necessary, to the College boathouse.

3.2 Welfare of Junior Members

- 3.2.1 Attend a course of welfare training before taking up the post (depending on qualifications and experience). They are encouraged to attend additional training courses relevant to their duties after taking up the post.

Members of the Decanal Team may expect to become involved in a certain amount of pastoral care for junior members with personal difficulties, but they are not expected to be the principal channel through which such difficulties are assisted.

3.3 College Emergencies

- 3.3.1 Maintain up-to-date working knowledge of College procedures concerning fire and other emergencies.
- 3.3.2 Possess a qualification in First Aid (HSE First Aid at Work) or attend a course in First Aid as required by the College.
- 3.3.3 Assume responsibility as required for summoning medical aid to a junior member who has been taken ill or injured, or for transporting the junior member to hospital

3.4 Vacations

Members of the Decanal Team are rarely called on over the vacations. However, an increasing number of students do remain in residence during vacations, especially at Norham St Edmund, and decanal assistance with serious welfare matters and emergencies is therefore sometimes required outside the conventional duty period of 0th-9th weeks (inclusive). In order to balance responsibilities at such times, a rota will be drawn up by the Junior Dean each year, with the agreement of the Dean, to ensure that one member of the Decanal Team is on call during the vacations, except for those periods when the College is closed for the Christmas and New Year break and for Easter. An additional payment will be made to members of the Decanal Team for this vacation service.

These further particulars are not exhaustive but are a guide to the duties of the roles. Role-holders may occasionally be requested to undertake other duties (during the day or at night) as approved by the Dean. However, their responsibilities do not extend at any site to conferences during the vacations.

The appointee will be required to undergo a Disclosure and Barring Service (DBS) check at enhanced level upon commencement of employment.

4. Terms and Conditions

In compensation for discharge of the duties described above, Sub-Deans will receive:

- i. A stipend of £1,082.00 per year, paid monthly.
- ii. College accommodation, free of charge, from the commencement of employment for the duration of the contract (please note that the role-holder may be required to move rooms during the vacation and/or permit access for maintenance or refurbishment).
- iii. An entertainment allowance of £150 (£210 for the Junior Dean) per year payable upon submission of an expense form. It is expected that the Deans will make themselves known personally to as many as possible of the junior members in their allocated areas and the entertainment allowance must be used for this purpose.
- iv. Up to two High Table meals per full term (1st-8th weeks), free of charge. All wine consumed must be paid for. This allowance does not extend to guests, who must be paid for. High Table and Guest Night meals must be taken in accordance with entitlement restrictions set by the Council of Common Room.
- v. Up to 10 SCR lunches and 10 SCR buffet dinners per extended term (0th-9th weeks), free of charge. This does not include wine, nor any guests' meals and wine, which must be paid for separately.
- vi. All Wolfson Hall dinners and lunches per extended term (0th-9th weeks), free of charge.

In addition to the standard Decanal Team provision (ii to vi) above, the Assistant Junior Dean will receive:

- i. A stipend of £2,704.00 per year, paid monthly.
- ii. A further two High Table meals per full term, according to the same terms stated above.

Any formal College meals attended in an official capacity will be provided *domus*.

The appointment is available from 1 January 2024 (or as soon as possible thereafter) until 31 August 2024 in the first instance, with the possibility of renewal for a further year.

Members of the Decanal Team must be either a postgraduate student of the University of Oxford, or hold a more senior status (Postdoctoral Fellow, JRF etc.). If they are a member of another College, they will normally be expected to transfer to St Edmund Hall. On completion of the degree/academic post, they will be eligible to remain in the decanal position until the end of the academic year. If they cease to be connected to the University for any other reason, they may be required to relinquish the position.

The appointment may be terminated by two months' notice on either side. In the event that an appointment is terminated before the end date of the contract, the stipend will be reduced *pro rata*. Where a role-holder gives less than two months' notice of resignation, they may be liable for two months' room rent. On ceasing to hold the position, the role-holder will be expected to vacate their room within 7 days.

Members of the Decanal Team are expected to seek guidance from the Dean over any aspect of the role which is causing uncertainty; and the Dean may give guidance (including instruction) on the discharge of any or all aspects of decanal duties. It is a term of engagement that all Decanal Team members comply with all such instructions.

Under the coordination of the Junior Dean, all Decanal Team members are expected to provide cover for one another as need may arise and are thus all expected to familiarise themselves with each of the residential sites; to this end all team members will have core key access to each site. Team members should not absent themselves during term without a clear cover arrangement being put in place and relevant parties informed. In the event that a member of the Decanal Team wishes to be away for more than three consecutive nights during term time, permission should also be sought from the Dean. It should be noted that 0th and 1st week of Michaelmas Term is a crucial period of student induction and orientation and therefore absences should not be planned during these weeks.

5. Selection Criteria

Essential:

- 1) Member of the University of Oxford of postgraduate or more senior status (Postdoctoral Fellow, JRF etc.) in good academic standing during the 2023-24 academic year;
- 2) Ability and flexibility to provide cover in the role for the full period of appointment with minimal term-time absences;
- 3) Excellent interpersonal skills, including the ability to build constructive working relationships with students and members of staff;
- 4) Good organisation and time-management skills;
- 5) A responsible, mature and professional attitude, possessing natural authority and the ability to command trust;
- 6) Sound judgement, including the ability to react quickly to sometimes challenging situations;
- 7) Discretion and sensitivity in handling confidential information, with a good understanding of the requirements of data protection.
- 8) Ability to work effectively in a small team.

- 9) Willingness and ability to be able to travel quickly between College sites within Oxford at short notice.

Desirable:

- 1) Previous experience of welfare or disciplinary functions in an academic environment, or another environment involving working with young people;
- 2) An understanding of the Equality Act 2010, GDPR and Freedom of Information legislation.

6. Applications

Applications should be sent by email to recruitment@seh.ox.ac.uk no later than **09:00 GMT on Friday, 1 December 2023**. Postal applications can be sent to the HR Department, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR. Applications should include:

- i) A covering letter, outlining how the candidate meets the skills and qualities required;
- ii) A full CV;
- iii) A completed Cover Sheet (available from the website), with the names and contact details of two referees, one of whom should be the candidate's academic supervisor.

Referees

You are advised to contact your referees before applying, to ensure that they are aware of your application and the requirements for the post, and to ensure that they would be content to write a reference for you for this post if asked to do so, in the event that you are shortlisted. Your application should include for each referee their name, position, relationship to you, postal address, email address and contact telephone number, and whether you give permission for us to contact them. Shortlisted candidates will be asked to contact their referees and ask them to submit the references directly to us.

Documents should be sent in PDF format. Late or incomplete applications will not be accepted.

It is anticipated that interviews will be held remotely during the week commencing 11 December 2023.

Informal enquiries about the role should be made by email to the current Dean, Professor Jeff Tseng (dean@seh.ox.ac.uk).

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

- 1. This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
- 2. All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998.*
- 3. St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
- 4. Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*