KEBLE COLLEGE, OXFORD

Junior Dean: Further Particulars

Keble is one of the largest of the colleges of the University of Oxford, with about 425 undergraduates and 400 graduate students, of whom roughly half are from overseas. In 1870 its founders wished to extend access to the University more widely, and the College strongly continues to promote its reputation for being friendly, supportive and inclusive. The Deans play a very central role in this.

Our undergraduates reside on the main site, which has a library, Hall, theatre, café, pizza bar, gym, chapel, music rooms, bar, several common rooms and five quadrangles whilst our graduates reside in our brand new HB Allen Centre (5 minute walk from main site) located between Banbury Road and Woodstock Road and has a café, gym and common room.

Keble has a Dean, Dr Kazbi Soonawalla; she is an Official Fellow of the College. There are three Junior Deans and one Sub-Dean, engaged with different contract commencement dates to ensure continuity. They are supervised by and report to the Dean. The current Junior Deans are George Webster, Leila Tai and Victoria Ma. Our Sub-Dean is Simon Hackett. All our Deans work as a closely-knit collaborative team, liaising in particular with the Lodge staff but also having a high profile with all members of college including domestic, welfare and academic staff.

The main duties and responsibilities of the Junior Deans are to:

- Maintain discipline of the junior members in accordance with the College Regulations. These are set out in the Keble handbook, with which the Junior Deans must be thoroughly familiar, notably Parts C and D: www.keble.ox.ac.uk/students/college-handbook
- Provide pastoral support as necessary, as an integral part of the college’s welfare team
- Undertake prescribed counselling training, if not previously trained
- Undertake full first aider training within the first few months of taking up office, if not already fully qualified
- Provide assistance to the Lodge porters in the event of fire or emergency
- Authorise parties, private meetings and club, society and subject dinners within the College according to established procedures
- Participate in the business of Keble’s Domestic Committee, a sub-committee of the Governing Body. Junior Deans are not members of Governing Body itself
- Draw up the duty roster (see below)

Junior Deans can be empowered by the Dean to impose fines and penalties on junior members who breach the College Regulations. They will assist the Dean in dealing with either persistent offenders or serious offences.

Hours of work

In order to fulfil their responsibilities Junior Deans must, when on duty, remain within the University area and at night (7pm to 7am), be in communication with the Lodge by mobile phone and be able to reach there within 5 minutes. The three Junior Deans have to agree a roster to share duty nights and the duty Junior Dean must sleep in College. Each can therefore expect to be on call 1-2 nights a week in weeks 0-10 (unless otherwise agreed with the Dean). Junior Deans are also expected to cover Easter and summer vacation breaks. A rota will be devised amongst the three Junior Deans to cover the vacation periods evenly, allowing time for personal vacation.

The actual hours of work will fluctuate according to circumstances and are to a certain degree unpredictable. The role should generally involve roughly 6 hours a week – more for the senior of the Junior Deans than the junior – although Junior Deans are expected actively to participate in College life and to be much in evidence around the College. Junior Deans are required to submit weekly timesheets to the Dean.
Sites

Keble College main site is located on Parks Road. Recently, we have built the HB Allen Centre, a large graduate centre located between the Banbury Road and Woodstock Road. Although the day-to-day decanal issues on our graduate site are undertaken by the Sub Dean, the duty Junior Dean is expected to also cover any matters arising at the HB Allen Centre as well as the main college site, when on call.

Applicants must obtain the agreement of their academic supervisors that their research or other academic commitments can be combined with the demands of the post. The successful candidate will be required to provide documentary evidence of his or her eligibility for employment in the UK before starting work with the college.

Start date

Two of our three Junior Dean positions become available during 2020, following extended contract terms by each incumbent. The first of the vacancies is available from mid-March, whilst the second becomes available in early July 2020.

Stipend

A stipend of **£2,153.00 p.a.** will be paid monthly.

Benefits

<table>
<thead>
<tr>
<th>Accommodation:</th>
<th>All Junior Deans will reside in College on its main site, <strong>free of charge</strong>. Accommodation is single occupancy only.</th>
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<tr>
<td>Meals:</td>
<td>Free meals in Hall, and two lunches and one dinner each week in the Senior Common Room</td>
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<tr>
<td>Common room membership:</td>
<td>Membership of both the Senior Common Room and the Middle Common Room</td>
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<tr>
<td>Entertainment allowance:</td>
<td><strong>£244.00 p.a.</strong></td>
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Eligibility and selection criteria

To be eligible for this position, candidates must be:

- a full-time postgraduate at the University of Oxford, either undertaking research or studying for a medical degree, with the expectation that their course will continue for at least the period of their Junior Dean appointment;
- able to start mid-March and early July 2020 to serve the full two years of office, which should coincide with their research and/or degree;
- willing to become a member of Keble College if not one already (migrating from another College is not compulsory);
- willing to undertake the Junior Dean training course run by the counselling service.

To be successful, candidates will also need to demonstrate that they meet all or most of the following criteria:

- ability to shoulder the twin roles and responsibilities of discipline and pastoral support in sensitive but firm combination;
- have previous experience in a role of social responsibility and peer support;
- be experienced in welfare support;
- willingness to espouse the College’s commitment to inclusiveness, its promotion of a supportive environment in which learning can flourish, and its encouragement of a vibrant community whose students excel not only academically but also in music, drama, and sport;
- have good interpersonal and communication skills and the ability to work well with others;
- willingness to show commitment to and participation in College life;
- be familiar with the graduate and/or undergraduate life of an Oxford College.
How to apply

Please provide a full curriculum vitae (no longer than 3 pages), a covering letter (no longer than 2 pages) outlining the skills and qualities the applicant could bring to the post, and two references, one of which should be from your graduate studies supervisor: see “Hours of Work”, above.

The application must address all the eligibility and selection criteria.

Applications and references should be sent to the HR Manager, Keble College, Oxford, OX1 3PG; or emailed to marie.ruffle@keble.ox.ac.uk. It is the applicant’s responsibility to ensure the references are received by the deadline and all must be received by noon on Tuesday 11th February 2020 and will be acknowledged by email.

Applicants may contact the current Dean or Junior Deans for advice on the position.

Dean: Dr Kazbi Soonawalla kazbi.soonawalla@keble.ox.ac.uk

Junior Deans:

George Webster George.webster@wadham.ox.ac.uk
Leila Tai Leila.tai@worc.ox.ac.uk
Victoria Ma Yiqian.ma@oncology.ox.ac.uk

Sub-Dean: Dr Simon Hackett simon.hackett@keble.ox.ac.uk

Keble College is an equal opportunities employer.

16.1.20