Reuben College

Job Description for the Post of Sub-Dean

Job Title: Sub-Dean

Position Reports To: College Dean(s)

Tenure: One year*

*The sub-dean role below is uniquely configured for the 2021-22 academic year: with only 100+ Reuben students enrolled, and whilst sharing the Linacre College site. Beyond its inaugural year, with graduate admissions increasing and its own independent College site, the decanal team will expand and duties correspondingly shift. Any sub-dean in post 2021/22 will be involved in such discussions and offered the opportunity to apply for any new role, but there is unlikely to be any continuation of equivalent post.

Job Description and Key Responsibilities:

The Sub-Dean will form a core part of the College’s welfare and pastoral support, assisting the Dean(s), Welfare Dean, and college staff in create a welcoming, safe and supportive environment for our College community.

While on duty the Sub-Dean’s key responsibilities include the following:

1. Monitoring any large student-led events hosted in the College or in college accommodation (Farndon court), and in conjunction with Linacre, shared Reuben-Linacre events.

Under the guidance of the Bursar and Deans, and in conjunction with the Graduate Common Room Committee, and any partner college, they will ensure that these events are in compliance with College rules, as well as Health and Safety regulations.

This may involve assisting with welfare related set-up and signage, resolving complaints about excessive noise levels or other disturbances, dealing with inappropriate behaviour in the Bar/Common Room, ensuring that room or floor parties are carried out with consideration and respect for other residents, working as part of the security team at Bops and Balls, and generally ensuring that an environment conducive to study and communal living is maintained. Students involved in serious or repeated disciplinary infringements are to be reported to the College Dean(s).
At least one of the Decanal team will be on duty whenever there is a significant common room event in College, a large number of guests on site or for Formal Hall/Guest Night evenings. The number of responsible monitors required will be discussed and agreed on an event-by-event basis and the Sub-Dean will play a key role in coordinating this organisation.

2. **Being available for students requiring help or advice of a pastoral and welfare nature.**

Working under the guidance of the Welfare Dean and Senior Tutor, the Sub-Dean will help to channel welfare issues to the wide range of pastoral care resources at the College and wider University as appropriate. In this role, they will also work closely with the Welfare Dean and Graduate Common Room Welfare Officers.

The Sub-Dean will be expected to support the College’s Welfare Dean in the organization of some welfare events, and lead on one of these each term and vacation period (i.e. on six per annum).

Other than when on the duty rota, or in an emergency situation, the Sub-Dean is not formally on call and is not required to be available for this informal support, but they are expected to respond to requests for help within a reasonable timeframe during their working hours.

The Sub-Dean will also actively monitor and assist in any complex, sensitive and ongoing confidential welfare situations to support the Welfare Dean and wider College welfare team as and when they arise.

3. **Providing support to the College Dean(s) in responding to infractions to college rules and or anti-social behaviour**

College staff may refer any disciplinary incidents on to the Sub-Dean or Deans and the Sub-Dean will be required to be familiar and up-to-date with all relevant College By-Laws and policies concerning welfare, complaints, discipline and confidentiality.

The Sub-Dean will support the Farndon Court caretaker or other college staff should they require assistance in responding to fire-alarm, security, and accommodation incidents, and any other emergencies that occur outside of core working hours.

**The Sub-Dean will also:**

4. **Provide timely updates and information to the Bursar and Dean(s) of incidents that are considered serious e.g. Health and Safety, student well-being, breaches of security, fire related matters, or those that involve the emergency services or Oxford University Security Services, and to the Welfare Dean in cases involving student**
welfare. At all times the Sub-Dean should be prepared to give an accurate account of any events responded to and actions taken.

5. Be an active member of College Committees, including attend the College’s termly Equality, Diversity, Inclusion and Welfare Committee. If, by exception, they cannot attend the termly meetings, they will provide a written report to the Dean(s) and Welfare Dean of any relevant material before the meeting but attendance is viewed as a core responsibility of this post. They should also aim to attend welfare events arranged by the Graduate Common Room Committee when possible.

6. Attend regular catch-ups with the Dean(s), Welfare Dean, Bursar and Senior Tutor.

7. Undertake training, at the cost of the College, as a Fire Marshall and becoming certified in basic First Aid, use of a defibrillator and Mental Health First Aid.

8. Undergo an enhanced Disclosure and Barring Service check, at the cost of the College (because they are may be working with vulnerable students outside Staff working hours) and complete the online University Equality and Diversity Briefing and the University / Charlie Waller Trust e-learning package on supporting students with mental health issues.

**On-call hours**

The sub-dean or agreed alternate must be on duty for all College parties, and during the week before 0th week of Michaelmas term.

Outside of working hours the college operates an on-call rota for emergency situations. During the 2021-22 academic year senior college staff will share the on-call rota, including cover for Bank Holidays and other College closure days, and any last minute shifts that need covering at short notice due to sickness or other unexpected events. Whilst the Sub-Dean will normally take the largest proportion of overall shifts, the on-call rota will also be expected to include the Welfare Dean, Dean(s), Senior Tutor and Farndon Court Caretaker.

Whilst on call the Sub-Dean will be expected to be contactable through the college phone provided. They are expected to deal with minor incidents without the need to contact off-duty College staff, but should recognise when help is needed and call the appropriate person for assistance.

**Critical Relationships:**
The Sub-Dean reports to the College Dean(s) and will work closely with the Deans, Welfare Dean, Bursar, Senior Tutor, Graduate Common Room Committee, and Farndon Court caretaker.
Eligibility:
Applicants must be a postgraduate student on course at the University of Oxford 2021-22 and eligible to work in the UK. They will be required to provide suitable evidence to demonstrate this before an offer can be made. A list of acceptable documents can be found on the Home Office website.

The Sub-Dean will live in within College’s accommodation annexe: Farndon Court and the successful applicant who is not already a member of Reuben College will be required to migrate colleges (and thus for any other current college to agree to their migration to Reuben).

Application Procedure:
Applications for the post will be considered by College Officers, including Dean(s), Welfare Dean, Bursar and Senior Tutor, in consultation with the Graduate Common Room President, and treated as confidential. If shortlisted for interview, the College will at that time request references.

The closing date for application is 13th September 2021 (noon).

To apply, please send the following two items as pdf to the President’s Executive Assistant (president-pa@reuben.ox.ac.uk) by noon on 13 September 2021:

- A (maximum) 4-page covering letter, evidencing how you could fulfil the demands of the position, and explaining your interest in it, using examples of your skills and experience.
- A (maximum) 2-page CV, including your education history and confirmation of your student status 2021-22. Please include contact details for two referees, one of whom should normally be your Oxford University supervisor.

Applicants are also asked to complete an equality form for monitoring purposes only; these forms will not be viewed by members of the Selection Committees.

Remuneration:
1. The Sub-Dean will be provided with on-site rent free single-room accommodation.
2. The Sub-Dean will be entitled to eat lunch and dinner in College, free of charge, at all times when the kitchen is open.
3. The Sub-Dean will be permitted to sign up for two Wednesday Guest Night dinners per term. The meal will be free of charge but any wine and dessert will be charged at the appropriate rate.
4. The Sub-Dean will be permitted to take 30 days holiday per annum which includes Bank Holidays (pro-rata). The Sub-Dean will not normally be permitted to be away between mid-September and mid-October and long absence, in excess of one week, should be avoided in term-time. Periods of absence must be discussed with the Dean(s) and Senior Tutor, and
coordinated to ensure adequate cover is provided for the period away. Some flexibility is possible as long as this can be agreed within the Team. It is not expected that all members of the Team will be absent from the College at the same time during Christmas and Easter vacations.

Notice must be given at the beginning of the Term prior to the Term in which any postholder intends to resign from the position.

**Reuben College is an Equal Opportunities Employer**

As a new college, we are building a community of people and practice that has diversity at the heart, for students and staff. We will be embedding and advancing equal rights as we tackle the big challenges in our academic research and as we build our College community. This gives our students both the opportunity and the shared responsibility to shape the culture and ethos of College life.

We are keenly aware that work on the protection and advancement of equality of opportunity is never truly complete. We have appointed a College champion for Equality, Diversity and Inclusion (EDI), and as appropriate will similarly appoint to posts to support specific protected characteristics, to guide and support all members of our College community where issues arise. We are proactive in our approach, embedding best practice from across the University, including adopting the University’s common framework for supporting disabled students, from ensuring accessible facilities to support at strategic and day-to-day levels.

Through every one of its committees, events, procedures and practices, the growing community of Reuben College are creating an environment in which everyone can take advantage of the unique opportunities that living, working and studying in Oxford bring, whatever their background. We hope that, as our community grows, all members continue to work towards ensuring equity of opportunity for each individual, without exception.