

## JOB DESCRIPTION

### Summary

<b>Job title</b>	Junior Dean
<b>Division</b>	St Cross College
<b>Department</b>	Academic Office
<b>Location</b>	St Cross Main Site or Annexe
<b>Hours</b>	Variable working hours and on call
<b>Contract type</b>	1 year Fixed Term
<b>Reporting to</b>	Head of the Academic Office

### The Role

Junior Deans work as a team undertaking a range of duties to maintain a peaceful and inclusive College environment that promotes student wellbeing and academic excellence. They provide an overnight on-call service in the absence of porters, ensuring that college accommodation and communal areas remain safe and secure.

Junior Deans respond to security and emergency incidents, handle minor breaches of discipline, report major breaches of discipline, and encourage students to conform to college regulations. They provide a first point of contact for student welfare incidents, offering informal counselling and supporting students by signposting to relevant services.

The role suits doctoral students who are responsible, clear communicators and who are able to set an example for their peers. They should be confident, proactive, and able to make judgements whilst reacting to unfolding events in challenging situations.

Postholders serve as an interface between the student body and College staff, joining a Welfare Team consisting of the Head of the Academic Office, Student Support Coordinator, Junior Deans, College Counsellor and student welfare reps. The team works closely with other roles at St Cross, including the College Dean, Domestic Bursar, Accommodation Office and Porter's lodge, College GP and University's Counselling Service.

The Junior Deans report to the Head of the Academic Office and have secondary reporting relationships to the Head Porter, and the College Dean for matters relating to discipline. Junior Deans attend the University's Junior Dean Training programme and must be available to attend four days of in-person training on 24, 28, 30 Sept, 1 Oct 2026. Additional training will be provided by the College and arranged around students' commitments.



## Responsibilities

Junior Deans will:

- Work co-operatively as a team with other Junior Deans to provide ongoing overnight cover at the Main Site and Annex, making arrangements with each other to ensure that all duties are shared equally.
- Serve as the first point of contact in the event of an emergency occurring during the night, with responsibility for calling relevant emergency services, University Security Services and College staff as necessary.
- Plan rota duties collaboratively and submit for approval each term, communicating any changes as they arise. Plan arrangements for annual leave outside weeks 0-9 of each term, obtaining approval in advance from the Head of the Academic Office.
- Work cooperatively and in liaison with College staff, Officers and Student Representative Committee to respond to welfare and disciplinary problems they observe or which are drawn to their attention, and queries which might arise.
- Be responsible for the operation of the fire alarm systems and procedures relating to situations in which the fire alarms have gone off, and to take control of situations arising whilst they are on duty, including liaison between University Security Services and the Fire Brigade.
- Assist with the security and protection of College premises as appropriate, monitoring the perimeter doors of Main Site and Annexe, liaising with the Evening Porter or University Security Services on any ongoing issues, and patrolling communal areas at 23:00 to ensure that guests or strangers leave.
- Share incident reports via the online reporting system as soon as possible and liaise with relevant College staff to determine appropriate follow up action.
- Take appropriate action to prevent or stop breaches of University or College Regulations, collecting and recording evidence and reporting to the Dean as soon as possible, and to relevant College staff for breaches relating to health and safety, security, the College Bar, or those with financial implications such as damage.
- Play an active part in the College community, attending the following Committee meetings: Common Room Committee, Student Representative Committee, Equality and Welfare Committee, Executive Committee and Governing Body.
- Support College events by being responsible for student welfare, health and safety and security, including for example at College Bops and Summer Soiree.
- Undertake additional duties as required to support the Porter's Lodge, including for example door duty, issuing guest keys and liaising with college visitors.

## Terms And Conditions Of The Post

- This post is a developmental role intended to provide employment during your studies at the College and is for a one-year fixed-term contract. Contracts may be extended for a second year subject to student status and satisfactory performance in the role.
- Post holders will receive free accommodation at either the Main Site or The Annexe, free lunches, Tuesday hall nights when the Kitchen is open, 2 formal dinners per term (no alcohol), 30 days' holiday plus Public/Bank holidays. Annual leave or other leave of absence may not be taken during term time (weeks 0-9 inclusive) and will be coordinated over Christmas, Easter and Summer to ensure adequate cover.
- Whilst on duty, Junior Deans are required to stay within reach of the College site, to be available for duties if called and to be in possession of the Junior Dean mobile telephone. Junior Deans are normally required to be available for duties during the following periods: Monday to Sunday 23:00 – 08:00.

- The actual hours of work will fluctuate. Junior Deans are required to work from 23:00 until midnight each night on duty, making patrol of the site, assisting with security and other responsibilities as appropriate, and remaining on call for the rest of the duty period. Being on call under these circumstances does not constitute working under the Working Time Directive.
- A single room is provided at either the Main Site or the Annex from 25 September 2026 to 10 September 2027. A mobile telephone will be provided, to be used for college business only for the period of the fixed-term appointment.
- Junior Deans are required to maintain a timesheet of working hours, including day-time Committee duties and time spent when attending a call out.
- All information and data acquired by Junior Deans in the course of their duties relating to the College's activities or members of the College is to be kept confidential. Breaches of this policy may result in disciplinary action being taken in accordance with College statutes.
- Junior Deans will be on-call overnight and only the time spent responding to incidents will count towards the 20-hour limit for Student Visa holders. In practice, except in exceptional circumstances, a Junior Dean will be called out to deal with welfare or disciplinary matters at night no more than once a week on average.

## Selection criteria

### Essential selection criteria

- Applicants must be a current full-time DPhil student at St Cross College, in good academic standing, entering their second or third year in 2026-27.
- Ability to maintain a mature attitude, a keen sense of responsibility, and to remain calm in a crisis.
- Demonstrate excellent communication and interpersonal skills.
- Confidence to maintain the trust and respect of student peers, with the ability to command authority whilst acting with tact, discretion and sensitivity.
- Ability to work effectively and constructively as part of a team, relating professionally and informally with a wide range of people in College.

## About St Cross College

Dedicated solely to Graduate students and Fellows, St Cross is characterised by an intellectually vibrant and truly international community. One of Oxford's youngest colleges, St Cross prides itself on its friendly community filled with interdisciplinary academic excellence.

As part of this close-knit egalitarian college you will find staff, students and fellows welcoming and committed to promoting the world class study, research and innovation of Oxford University. For more information please visit: [www.stx.ox.ac.uk](http://www.stx.ox.ac.uk)