MERTON COLLEGE

JUNIOR DEAN FOR WELFARE

FURTHER PARTICULARS FOR CANDIDATES AND REFEREES

These are the standard further particulars of this post. It is possible that certain elements may be subject to change, due to the current COVID-19 pandemic. Examples include availability of meals (subject to any restrictions imposed on catering operations) and changes to the rota pattern.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Junior Dean for Welfare</th>
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<tbody>
<tr>
<td>Location</td>
<td>Merton College</td>
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<tr>
<td>Contract Type</td>
<td>Fixed-term for one year in the first instance with the possibility of renewal up to a maximum of three years</td>
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<tr>
<td>Remuneration</td>
<td>Free board and lodging and a stipend of £6,000</td>
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<td>Reporting to</td>
<td>The Chaplain</td>
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<tr>
<td>Job purpose</td>
<td>To assist in the provision of welfare support to the junior members of Merton College</td>
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Merton proposes to appoint a Junior Dean for Welfare who will be a key member of the welfare team. Postgraduate students or post-doctoral post holders in the University of Oxford with the right to work in the UK are eligible to apply. The post will commence in September 2020.

WELFARE AT MERTON

Merton has c. 300 undergraduates and c. 300 postgraduate students. The Chaplain is the Governing Body Fellow with overall responsibility for student welfare within the College. He heads a welfare team comprising a Welfare Adviser, College Nurse, Student Support Administrator, and two Junior Deans for Welfare. In addition, the Middle Common Room and Junior Common Room each elect two welfare representatives every year. These representatives, the JCR and MCR Presidents, and a number of other JCR representatives are trained as peer supporters. The College Doctors are Dr Leaver and Partners at the Jericho Health Centre and they hold a weekly surgery in College in term time.

A termly Welfare Forum, held over lunch, brings together JCR and MCR representatives, key College Officers and welfare team members, Merton link personnel in the Disability Advisory Service and Oxford University Counselling Service, and the College Doctors.

A full induction will be provided.

KEY RELATIONSHIPS

The Junior Dean for Welfare will need to develop a close working relationship with the other post holder and with all members of the Welfare Team. They will also work closely with:

- The Deputy Principal of Postmasters (the Junior Dean for Discipline) with whom on call duties will be shared.
- The Academic Registrar and Senior Tutor on student matters.
- The Head Porter and other Lodge Porters.
College staff across a range of departments.
Junior Members’ welfare representatives.

DUTIES

1. The Junior Dean for Welfare will be expected to live in College at least between the start of 0th Week and the end of 9th Week.

2. The Junior Dean for Welfare will be part of an on-call rota, available to provide an immediate response to urgent welfare concerns. Exact hours on-call will vary week to week. However, in term time (0th – 9th week) it would be typical for the Junior Dean for Welfare to be on-call for three evenings/night and one weekday afternoon each week. When on call at the weekend, the Junior Dean for Welfare must be available during the day as well as during the evenings/night. Over the course of the term, the Junior Dean for Welfare can expect to be on-call up to every other weekend. Whilst there is some flexibility in the rota’s compilation the Junior Dean for Welfare is required to have good availability throughout the full term.

3. During vacation periods (outside of 0th – 9th week) there is a combined welfare and discipline rota, which is shared with the DPoP (Deputy Principal of the Postmasters or Junior Dean for Discipline). The rota is organised so that one person is always available – both during the day and during evenings/night. This will equate to c. seven weeks’ vacation cover for each post holder over the course of the year.

4. When on-call, the Junior Dean for Welfare must be contactable by phone (provided by College) and able to return to College quickly if required – normally within 20 minutes.

5. The Junior Dean for Welfare is expected to be a key point of contact within the College in the case of an emergency occurring when they are on-call. In most cases, the duty porter will alert the Junior Dean for Welfare to an emergency situation, and it will be important for them to liaise with the Lodge and appropriate College Officers and staff. Students are also able to contact the on-call Junior Dean directly for urgent welfare support via a welfare number, which is diverted to the person on-call. Junior members of College with welfare responsibilities (e.g. Welfare Reps and peer supporters) are encouraged to contact the Junior Dean for Welfare should they require assistance in supporting a student.

6. When on-call, the Junior Dean for Welfare will be expected to accompany students attending A&E in serious situations or if appropriate in other circumstances. The Junior Dean for Welfare will also be expected to assist the Chaplain, nurse and Welfare Adviser in day-to-day support of students – e.g. checking in on students, or accompanying students to appointments if required when they are on-call.

7. The Junior Dean for Welfare will be expected to get to know many College members personally and to be a visible presence in the community. They will be an approachable first point of contact for students with a range of
concerns. It is not intended that the Junior Dean for Welfare should develop long term pastoral relationships with students.

8. The Junior Dean for Welfare will be expected to be available to advise the JCR and MCR welfare representatives.

9. The Junior Dean for Welfare will be expected to attend the welfare co-ordination meeting held at the start of every term, to meet on a fortnightly basis in term with the other members of the welfare team, and to participate in the termly Welfare Forum. The post holder may be invited to attend other committees for items of business concerning welfare issues.

10. The Junior Dean for Welfare will be expected to provide support for welfare events in College – this includes contributing to events run by the Welfare Team in Freshers’ Week, and assisting the Student Support Administrator and Welfare Adviser in running welfare and wellbeing events at other times of year.

11. The Junior Dean for Welfare must keep a confidential written record of meetings with students, and contribute to the Chaplain’s annual welfare report, including information on the numbers of students supported where appropriate, to the Warden and Tutors’ Committee and to the Graduate Committee.

12. The Junior Dean for Welfare will be able to attend training relevant to their role, and supervision sessions with a qualified counsellor provided by the College.

The College believes that the post is compatible with Education Committee’s guidelines on paid work by postgraduate students – see https://academic.admin.ox.ac.uk/policies/paid-word-guidelines-graduate-students#collapse1002901

**PERSON SPECIFICATION**

Applicants should:

1. already be or expect to be engaged in academic study at Oxford University at postgraduate or postdoctoral level and should expect to remain so for the duration of the period in which this position is held.
2. have excellent inter-personal and listening skills.
3. be able to relate professionally and informally to a wide range of people.
4. work effectively and constructively as part of a team.
5. have a sound appreciation of the requirement for confidentiality allied with an awareness of the demands of the College’s duty of care.
6. have tact, sensitivity and discretion in responding to matters of a personal and sometimes challenging nature.
7. be willing to play a full part in the life of junior members of the College.
8. be able to demonstrate an interest in student welfare issues.
9. have had at least one year’s experience of academic life in Oxford or Cambridge or of holding a comparable position elsewhere.
10. be willing and able to have a high degree of flexibility and availability in discharging duties.

Prior experience of a welfare role will be an advantage.

Candidates must have the right to work in the UK.

**TERMS AND CONDITIONS**

1. The Junior Dean for Welfare may take all meals with the junior members in Hall free of charge when the College is not closed. In addition, the post holder will have the right to two free lunches and two free dinners per week at the Common Table (High Table).

2. The Junior Dean for Welfare will be provided with free single accommodation with access to a shared kitchen on the main College precinct.

3. The Junior Dean for Welfare will receive a grant of £6,000 per annum.

4. The Junior Dean for Welfare will be appointed for one year only in the first instance. The appointment will be reviewed during Hilary Term 2021 and may be renewed for up to a maximum of three years.

5. Employment is conditional upon evidence of entitlement to live and work in the United Kingdom and a satisfactory Disclosure and Barring Service check.

6. A Junior Dean for Welfare wishing to terminate their employment should provide four weeks’ notice in writing.

**APPLICATION PROCESS**

Those wishing to apply for this post should complete the online application form at www.merton.ox.ac.uk/about-merton/vacancies and upload the following by 5:00pm on Thursday 9 July 2020

- a covering letter outlining their motivation for applying and how their skills and experience equip them to undertake it
- a curriculum vitae
- an outline no more than 500 words long of the academic work which the applicant intends to undertake
- an Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s equality policy which is published at www.merton.ox.ac.uk/college-policies

Applicants should send to each of their two referees a copy of these further particulars and ask their referees to send references direct to vacancies@merton.ox.ac.uk by the closing date. If the applicant is a registered
graduate student, one of the referees must be the applicant’s University supervisor. Hard copy signed references will be required for the successful candidate.

The position may be discussed with the Welfare Adviser, Jenny Barrett (email: welfare.adviser@merton.ox.ac.uk) or the Chaplain, Simon Jones (email: simon.jones@merton.ox.ac.uk).

Interviews will be held during the afternoon of **Tuesday 21 July 2020**.

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of his or her sex, marital status, racial group, disability, age, religion and beliefs, gender reassignment or sexual orientation. Applicants are encouraged to complete the Equal Opportunities Recruitment Monitoring form.

The College is committed to improving employment opportunities for ethnic minorities. We therefore particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates as well as other under-represented groups.

**Notes for Referees**

Please comment in your reference on the general suitability of the candidate for the post and on the extent to which he or she fulfils the person specification. If you have been invited to act as a referee for more than one candidate, it would be helpful to the College if you could add a comparative evaluation. If you feel that the College is unlikely to wish to pursue a candidacy, then a brief note to that effect will suffice.

Referees are reminded that, under the 1998 Data Protection Act, the references they provide will be regarded as disclosable to the subject of the reference unless marked “**strictly confidential**”. This instruction must appear on the letter of reference itself and not just on the envelope in which the letter is contained. Referees should also be asked to note that even where a reference is marked “strictly confidential” it could still be disclosed to the subject of the reference if that subject so requested and the College’s Data Protection Officer deemed it appropriate.

The closing date for applications is **5pm on 9 July 2020** and references should reach vacancies@merton.ox.ac.uk by this date.

Thank you in advance for your assistance to the College.

**Merton College is an Equal Opportunities Employer.**