

Information for Assistant Dean/Activities Banbury Road Campus 16+ Courses

1. JOB DESCRIPTION

This is a combination post between supervision of student welfare and discipline, and the provision of student activities. The Assistant Dean (ASD) has a certain amount of responsibility working closely, but not exclusively, with the Dean (D) who has general oversight of summer courses student welfare and discipline at our Banbury Road campus for international students, 16+. He/she also works as part of the activities team. The ASD is responsible to the Director of Short Courses, but will also report to the D/Activities Director (AD) for day-to-day duties.

2. ASSISTANT DEAN PROFILE

Maintaining good welfare and discipline is key to the success of the courses. The ASD may act as front line representative if the D/AD are not present - to visiting agents, parents, group leaders and students. We are looking for an individual, who has strong presence, and who will be prepared to be fully committed to the overall success of our courses during this period. You will need to demonstrate empathy for the students whilst maintaining their respect and to have excellent organisation and communication skills. Similarly you will be able to offer strengths in at least one of the following: sports, arts or cultural focused activities.

3. DUTIES

- i Living either close to the college or in college residence and working a 6-day week with day off time-tabled as workload best allows (unlikely to be at weekends) as agreed with D/AD/DSC.
- ii Liaising with college departments/staff as appropriate. These will include admin staff, House Wardens, Nurse, Student Services, Catering and Group Leaders.
- iii Attending regular staff meetings.
- iv To prepare for and implement activities on the programme as per agreed shifts (these are likely to be flexible although most work for this post will take place in the afternoons/evenings)
- v Supporting the D/AD in maintaining a full time presence in the course office.
- vi Maintaining a 'courses record book' as directed by the D, reporting accurately any accident or incident that occurs whilst on duty, plus any follow-up action taken.
- vii Being on duty for part of all arrival weekends to meet and greet students.
- viii Keeping abreast of medical information about the students. This information will be managed by the college nurse and D.
- ix Assisting D in monitoring student absences; checking up on students absent from class and disciplining or offering assistance to them as appropriate.
- x Passing on parental requests for student weekend absences to Wardens/DSC.
- xi Reporting regularly to the D on any specific or persistent problems that arise (with subsequent action

taken).

- xii Dealing with any paperwork or bodies associated with emergencies that might arise (e.g. police re: accidents; stolen property; shoplifting etc).
- xiii Guiding students off college premises at the end of the evening activities so that the porters can lock up on time, ie. ensuring that all students have returned to their residences by 11pm or 12 midnight curfew; that there are no problems of noise disturbance to local residents and that there are no missing students.
- xiv To be accessible by mobile telephone (supplied) when on duty, and occasionally overnight. This number will be given to all relevant personnel (e.g. wardens/teachers/AO staff) to deal with any emergency situation. The D/DSC and other senior staff, are also accessible by telephone to assist with, or give advice on, any major incident.

4. TERM OF EMPLOYMENT

Friday 18 June – Saturday 20 August 2004

Once appointed the Assistant **Dean** will be expected to attend a briefing meeting with the D/Director of Short Courses.

5. SALARY

SALARY PER WEEK	
Assistant Dean	£356.75
Induction and preparation (1 day)	£59

6. TERMS & CONDITIONS

i **References & Checks**

All offers of employment and contracts are issued subject to satisfactory references and satisfactory outcomes on completion of all necessary checks, including establishing the right to work in the UK. In some cases some or all of these checks will have been undertaken before an offer is made. In most cases, taking up employment will be subject to the satisfactory completion of all necessary procedures.

Under the National Minimum Standards for Boarding Schools, we are required to undertake additional checks on all employees working with our residential students who are under 18:

- Full written references, and phone references on quoted referees, including current employer, may be obtained before or after interview. You should indicate specifically if you wish St. Clare's to refrain from contacting your current employer.
- Police checks / Criminal Records Bureau checks must also be undertaken, for which employees / prospective employees are required to provide information and consent.

- Contact with all previous employers where the employee has worked with children or vulnerable adults is also required. This is to establish the reason for leaving the position. On occasions, further information and a reference may be sought in writing, by phone or by other means. By providing details of previous employment, it is assumed that the employee/prospective employee has given consent for this contact, and no specific consent of the employee / prospective employee will be sought.
- The College reserves the right to contact any previous employer and to make any additional enquiries it considers necessary in order to meet its responsibilities in relation to employment of people working with students.

ii **Statutory Deductions**

Tax and National Insurance will be deducted from salaries in accordance with UK employment regulations.

iii **Payment of Salaries**

St. Clare's, Oxford will require **P45s** (if available) and **National Insurance numbers** before commencement of employment. Employees with self-employed status will be required to sign a **P46** tax form and will be individually responsible for claiming back any tax refund. We will provide you with the Inland Revenue details should you require them prior to your course leaving date.

All salaries are paid automatically to each staff member's bank account at the end of each week, one week in arrears. Statutory holiday entitlement with full pay may be taken at the end of the last course that is worked. Meals will be provided in the college dining hall whilst on duty; accommodation will be available (if required).

About St. Clare's, Oxford

St. Clare's, Oxford is an independent, non profit-making educational charity. Our mission is to advance international education and understanding. We offer a range of short course programmes, the majority of which take place during June, July and August. In addition to this we have a number of closed groups during the academic year as well as a range of long and short EFL courses primarily for adults. Our aim is to provide all our students with a high quality course where they not only increase their language ability but also have a memorable experience within an international context.

St. Clare's courses are for mixed nationality students and range from 10-16 years on our young junior/junior courses at Rye St. Antony school, to young adults (16+) on our Banbury Road campus and more mature adult students (18+), including non-native teachers of English, at our Bardwell Road Centre. We provide a full, varied and stimulating tuition and activity programme, which is suitable for each individual age group.

Full details of our courses, including dates, can be found in our Summer Courses and English Language Courses brochures. Alternatively, visit our website at <http://www.stclares.ac.uk>.

How to Apply

If, after reading the information above, you would like to apply for a position with us, please complete the enclosed application form in as much detail as possible. It is helpful if a current photograph is attached. A short letter outlining your suitability to the job for which you are applying should also be provided.

Please forward your documentation to us as soon as possible. We will then contact you to arrange an interview. Appointments will be confirmed as soon as possible after interview and on receipt of suitable references. The number of staff required depends on our student numbers, which will be confirmed during the period between March and June. Please keep us informed if there are any changes to your availability, contact numbers or address.

Completed application forms and associated documentation should be returned to:

Short Courses Division, St. Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL, UK
Fax: + 44 1865 310002