

Information for Dean of Students

Banbury Road Campus 16+ Summer Courses

1. JOB DESCRIPTION

The Dean has general oversight of students at our Banbury Road campus for international students, 16+ and in particular is responsible for all matters relating to welfare and discipline. We welcome over 250 students at any one time from all over the world, the majority of whom are 'young adults' and therefore this is a crucial management role. At all times, the Dean reports to the Director of Short Courses (DSC), who has overall charge of the short course programmes.

2. DEAN PROFILE

This is a key role. The Dean, together with the Activities Director and to a lesser extent the Assistant Dean, is our front-line summer course representative for visiting agents, parents, group leaders and students. We are looking for an individual who has strong presence and who is 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, to have excellent organisation and communication skills and ideally to be experienced in dealing with students in international education and/or in residential contexts, as well as staff, clients and parents from many differing backgrounds. Educated to degree level, a post-graduate teaching or welfare/counselling qualification will be an advantage, as will general IT/administration skills.

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, as agreed with DSC.
- ii Liaising with Short Courses Division admin staff, Activities Director, House Wardens, Nurse, Student Services, Catering and Group Leaders on all non-academic matters relating to the smooth running of the courses: activities programme, accommodation, student discipline and welfare.
- iii Attending, and in some cases organising, regular staff meetings.
- iv Maintaining a full time presence in the course office (in conjunction with the Activities Director), so that at all times at least one or other is available to deal with student/parent queries in a professional and efficient manner. In addition to monitor/guide junior activities staff working on courses and to deal with any problems as they arise.
- v Setting-up and maintaining a 'courses record book', reporting accurately any accident or incident that occurs, plus any follow-up action taken.
- vi Being on-hand for all arrival weekends to meet and greet students and to oversee welcome meeting on the first Sunday of each course.
- vii Management of medical information about the students, keeping informed of any specific student medical conditions that are known about or any regular medication required; liaising with the college nurses and in their absence making doctor appointments and accompanying students to the doctor, hospital or chemist as required.
- viii Ensuring that all students have read, signed and understood the college rules.
- ix Monitoring student absences; checking up on students

absent from class and disciplining or offering assistance to them as appropriate.

- x Interviewing specific students who may either have problems or who require disciplining for some breach of rule or conduct (e.g. returning late to residences/smoking in college/missing classes, etc.).
- xi Passing on parental requests for student weekend absences to Wardens/DSC.
- xii Reporting regularly to the DSC on the success of the programme, or on any specific or persistent problems that arise (with subsequent action taken).
- xiii Dealing with any paperwork or bodies associated with emergencies that might arise (e.g. police re: accidents; stolen property; shoplifting etc).
- xiv Ensuring that staff are allocated to 'end of evening duties' on a strict rota basis (as agreed with Activities Director). This involves staff 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.
- xv To be 'on call' via mobile telephone which will be supplied by St. Clare's. This number will be given to all relevant personnel (e.g. wardens/teachers/AO staff) to deal with any emergency situation, which may arise outside of college hours. In practice, this will not be a regular occurrence but may involve responding in person at night. The DSC and other senior staff, are also accessible by telephone to assist with, or give advice on, any major incident.
- xvi Contributing to oral and written assessments and reports on seasonal activities/wardening staff.
- xvii Composing a brief written report to be handed to the DSC at the end of the courses, with recommendations for future courses.

4. TERM OF EMPLOYMENT

Wednesday 16 June – Saturday 20 August 2004

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

5. SALARY

| SALARY PER WEEK | |
|------------------------------------|----------------|
| Dean | £502.25 |
| Induction and preparation (3 days) | £83.70 per day |
| Assistant Dean | £356.75 |

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. 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.

iii **Payment of Salaries**

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