



## Summer Dean of Students

### Main purpose of the role

To provide general oversight of students on the Banbury Road campus in all matters relating to welfare and discipline. This is a crucial management role, especially in the evenings and at weekends, and requires a high level of competence and confidence in dealing with young people aged 15-17 from around the world.

### Responsibilities

1. To liaise with management, administration and welfare staff, including the Director of Studies, the Activities Director, and House Wardens, in all matters relating to the smooth running of the Summer Courses; attends a weekly 'feedback' session with the Course Director.
2. To devise rotas and apply consistency to decisions, in conjunction with the other Summer Dean, in order to maintain a physical presence on site, especially outside normal office hours.
3. To manage student documentation, including medical forms, ID & access cards, welcome packs, health & safety documents, exeat forms etc.
4. To record incidents and actions taken, reporting thoroughly to the Director of Short Courses and others as appropriate each morning.
5. To take a leading role in promoting student welfare, provision of the college's 'duty of care', and ensuring that 'safeguarding' health & safety procedures are adhered to.
6. To oversee the welcome team on arrival evenings until the last student is accounted for, and monitors departures on Saturdays.
7. To make a presentation in the Hall to students on the first morning of each course, introducing staff, explaining course rules, and ensuring they are understood and signed.
8. To ensure that students attend the classes at the correct time, in consultation with the DOS & EFL instructors, checking residences for absentees.
9. To supervise students outside classes: including at break-times around the site; at lunch-time in the dining room; and in the evenings monitoring main site and college houses, supervising curfews, and, at all times, ensuring minimal disruption to local residents.
10. To discipline students according to the agreed framework by means of detentions, gating and expulsion etc, and to liaise with parents, agents and group leaders over disciplinary matters.
11. To provide an overnight emergency on-call service for Wardens and students via mobile telephone.
12. To respond effectively to any unexpected incident, at any time of day or night, contacting senior management, and medical or emergency services according to the guidelines.

N.B. Students who choose these courses are aged 15-17, a choice agreed and sanctioned by their parents. All students are therefore expected to accept the rules and restrictions that apply to the courses as a requirement of their course placement.

### Person profile

You will command respect, display empathy for and awareness of cultural differences amongst young people from around the world who are in your care. The ideal candidate will have excellent organisational skills, and, above all, show tenacity and perseverance in a very challenging role.

You should be educated to degree level, and a teaching qualification and/or experience in welfare provision would be desirable.

### Terms & conditions

- You will report to the Director of English Language Courses for contractual matters, and liaise with the Director of studies and the Activity Director on a daily basis.
- Two contracts are available from 14 June to 16 August 2014. Successful candidates will be required to attend induction, training and preparation days on 12, 13 June (or as agreed before the start-date).
- Breakfast, lunch & dinner are provided 7 days a week during the contract period and the role requires that you live in or close to St. Clare's, so accommodation will be available for the right candidate, if required.
- The contracted hours are 48 hours over a 6 day week, to include late nights, early mornings and weekends as required. Overtime will be paid for additional hours that may be required as agreed by the Course Director at the end of the contract.
- The weekly rate of pay is £589.38 (inclusive of £63.47 /week holiday pay), which acknowledges the responsibility and heavy workload.

## References and 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:

- Full written references, and phone references from 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. One referee must be your current or most recent employer. References from friends or relatives will not be acceptable.
- Police checks / Disclosure and Barring Service (DBS) checks must also be undertaken, for which employees / prospective employees are required to provide information and consent. A Certificate of Good Conduct is acceptable if you are returning from abroad.
- 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.
- Satisfactory completion of a health questionnaire is a condition of employment.

## 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.

## Applications

Please apply by completing the application form at <http://www.stclares.ac.uk/summerjobs>. You may also include a short covering letter and current CV along with your application form.

Please provide details of two referees to include addresses, email addresses and telephone numbers (please ensure they know they may be contacted and will respond promptly). Note that we reserve the right to contact any of your previous employers.

Applications must be submitted **by email** to [leen.vanbroeck@stclares.ac.uk](mailto:leen.vanbroeck@stclares.ac.uk) or **by post** to:

**Leen Van Broeck**  
**Short Courses Administrator**  
**St. Clare's, Oxford**  
**139 Banbury Road**  
**Oxford**  
**OX2 7AL**

Appointments will be subject to DBS (formerly known as CRB) check and satisfactory references.