



## **Assistant Dean**

**Fixed term from September 2025 for 1 year  
£4,059 per annum. Accommodation provided in College.**

### **The College**

One of the largest Colleges in the University of Oxford, with around 865 students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

For further information about the College, please visit <http://www.st-annes.ox.ac.uk>

### **The role of Assistant Dean (AD)**

The College has three ADs who share the duties outlined below. The Dean, who has overall responsibility for the maintenance of good order among junior members, and who is assisted day-to-day by the ADs, is the line manager. The ADs also support the Senior Tutor, who has overall responsibility for the welfare of junior members, and the Dean of Welfare.

As well as liaising with the Dean, Senior Tutor, and Dean of Welfare, ADs are required to work closely with the Porters, the wardens of Robert Saunders House, the College Nurse, Domestic Bursar, Academic Registrar, Disability Coordinator and the Student Harassment Advisers, thereby ensuring that any concerns about developments in a particular case are brought to the attention of the relevant individuals.

ADs are required to live on site, and are 'front-line' members of staff who need to be vigilant about student welfare needs and the infringement of college regulations by junior members, and to take action as needed.

**Responsibilities of the ADs include:**

- 1. Duty hours:** ADs are required to be on duty 'on call' each evening from 7pm to 8am during term, between and including 0<sup>th</sup> and 9th weeks, either on first or second call, according to a rota drawn up at the start of each term. ADs are expected to be on the College site when on first call and close to College (within 10 minutes) if on second call. As there are three ADs, the equivalent of every third night/every third weekend is free of responsibility. However, in force majeure cases any of the ADs, even if they are not on call, may be required to attend an emergency.
- 2. Student welfare:** ADs should be available to provide practical and informed advice to students regarding welfare matters. ADs should respond to welfare matters in the College which either arise during Assistant Dean duty hours, or can be reasonably followed up within the duty hours. ADs will be required to deal with medical emergencies and to accompany students to the hospital, if necessary; a first-aid qualification is required (training will be given). To support their welfare work, ADs are required to attend the once termly supervision sessions for Assistant and Junior Deans provided by the University's Counselling Service.
- 3. Student discipline:** ADs should aim to maintain an atmosphere conducive to study within College by putting a stop to loud parties, dealing with noise from patrons leaving the College bar, and handling other complaints about disruption or infringements of the 'no noise' policy between midnight and 8.00 am. Assistance can be provided by the Porters' Lodge. ADs are required to help supervise any College Bops (social events), and to be aware of and be present in College for other major student events (for example, rugby and boat-club dinners, bands in the bar), including Formal and Charity Halls.
- 4. Collections invigilation:** ADs are required to invigilate at termly College Collections on Friday and Saturday in Week 0 of every term (four sessions: two per day). Duties may include: setting up exam rooms and equipment on the exam days, invigilation of the exams, preventing behaviour that contravenes College regulations, and collecting the answer papers and distributing them to the tutors responsible for marking them. To support invigilation, ADs are required to undertake invigilator training at the start of taking up their tenure, and when/if training evolves to cover new legal or other frameworks that inform the invigilator role.
- 5. Freshers' Week:** ADs are required to contribute to the deanery and welfare information sessions provided to all fresher foundation year, undergraduate, and postgraduate students at the start of Michaelmas term.
- 6. Meetings attendance and record keeping:** ADs attend a Dean's meeting (typically one hour per week during term), the Domestic Forum and Welfare meetings (each held usually once a term), as well as any meetings to consult with the Dean, Senior Tutor or Dean of

Welfare, or between the Dean and students, as necessary. Casework record keeping and reporting of incidents is required.

**7.Training:** ADs are required to undergo training as advised (this may include courses on understanding mental health issues or basic counselling or listening skills, though it is not expected that the postholder would provide counselling, but rather signpost students to sources of help).

**8.Other:** ADs may be required to take on other responsibilities as appropriate for the role.

## **Selection Criteria**

This role is open to full time doctoral students of Oxford University entering their second, third or fourth year of graduate study in October 2025. Applicants must have successfully completed Transfer of Status at the date of application. Graduate Entry Medicine students who will be in their second, third or fourth year of study starting October 2025 are also welcome to apply. You must expect to be studying for at least one more full academic year from the date of taking up this position.

The successful candidate is expected to:

- have experience of dealing with students or young people from a position of responsibility,
- have good communication skills,
- be able to make sensible decisions in sensitive/difficult situations

## Terms and Conditions

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| Appointment:                   | This appointment will be subject to satisfactory provision of proof of the right to work in the UK. Appointees who are not British or Irish nationals will need a UK visa or proof of settled or pre-settled status.   |
| Duration:                      | From September 2025 until 31 <sup>st</sup> August 2026   |
| Hours of work:                 | As set out above   |
| Salary:                        | £4,059 per annum   |
| Benefits                       | <p>En-suite accommodation will be provided free of charge for the duration of the contract period. Seven breakfasts, five lunches and two dinners per week, in term time and five lunches per week in vacation will also be provided free of charge when the kitchen/hall is open.</p> <p>Membership of the Senior Common Room (SCR)</p>   |
| Probation:                     | Three months   |
| Notice:                        | One week during probation or one month thereafter  |
| Employee Assistance Programme: | <p>A confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing.</p> <p>A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.</p> |
| Bicycle Scheme:                | Assistance to purchase a bicycle through a loan scheme.  |
| Bus pass scheme:               | A bus pass can be purchased at a discounted rate   |
| Parking:                       | You may be eligible to apply for a parking permit for which an annual fee applies.   |
| Childcare:                     | St Anne's offers quality childcare provision services to College staff and students via our on-site Nursery. Subject to availability.  |
| Family Friendly Policies:      | Salary sacrifice scheme for Childcare. Enhanced family friendly policies.  |
| Flu jabs:                      | Free annual flu jabs are offered to all staff.   |
| Volunteering Policy:           | St Anne's offer up to two paid days per year to do charitable volunteering activities.   |
| Working from Home Policy:      | We offer flexible working arrangements subject to job role.  |
| Other:                         | Employment is subject to the policies and procedures outlined in the Staff Handbook.   |

## Application process

If you would like to apply for this position please send us all three of these documents:

- A completed application form (download from our website).
- Your CV
- A covering letter stating why you are interested in, and suitable for, this role.

Applications should be sent to [recruitment@st-annes.ox.ac.uk](mailto:recruitment@st-annes.ox.ac.uk)

If you would like to discuss the role, or have any queries please call us on  
01865 274866 / 284685

The closing date is **Wednesday 23<sup>rd</sup> July at 12 noon.**

We anticipate holding interviews on 31<sup>st</sup> July.

St Anne's College is an equal opportunities employer.

The policy and practice of St Anne's College require that all staff are afforded equal opportunities within employment. Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Applicants are encouraged to complete the equal opportunities monitoring form.

To view our Privacy statement please see here <https://www.st-annes.ox.ac.uk/privacy-policy/>