



New College

The post of Junior Dean - *Further particulars*

The primary functions of the Junior Deans are to uphold College rules, to help maintain security, and to support the night Porters. The Junior Deans are answerable to the Dean, and act with his authority. They have an obligation to alert the Dean to unacceptable behaviour with the College, and if necessary, to provide an additional line of communication between the Lodge and the Dean.

The Junior Deans operate via an on-call duty rota designed to ensure that at least one Junior Dean is always available between 7.00 pm and 7.00 am from 0th and 9th week inclusive of each term. This rota is compiled by the First Junior Dean, who makes it available to the Decanal team and Lodge staff. There are additional rostered duties associated with the Lodge at the Weston Buildings. While there is flexibility in the rota's compilation, the Junior Deans are required to be generally available throughout full term. The Junior Dean on call carries a mobile phone and may be contacted by the Porters at any time during duty hours. While on call, the Junior Dean must remain within a few minutes' walk of the College; separate provision is made for the Junior Dean at Castle Mill.

While on call, a Junior Dean is expected to be aware of all sanctioned parties, meetings, and other events being held in College, and is expected to play a key role in assisting the Porters in ensuring that all events close on time, and that premises are left tidy and secure. The Junior Dean on call may be required to assist the Porters at any time during the evening, which may include dealing with loud noise, unauthorised parties, intruders, unacceptable behaviour, and other infringements of College rules. The Junior Dean may patrol the College from time to time, alone or with one of the night Porters. These patrols may include the outlying buildings of the College in New College Lane, Longwall Street, the College's Weston Sports Grounds on St. Cross Road, Savile House and the Gradel Quadrangles in Mansfield Road. Incidents must be recorded in the logbook located in the Lodge and a report form must be completed and emailed to the Decanal Team. Junior Deans are expected to liaise with the Assistant Dean and the Home Bursar, and to discuss any serious infringement of the College regulations with the Dean.

The Junior Deans are required to live in one of the areas belonging to College; these include the Longwall Building, Weston Buildings, Castle Mill and the Gradel Quadrangles. Junior Deans are expected to maintain regular contact with the Dean, Assistant Dean, the Home Bursar, and the Lodge. They are also expected to attend University and College meetings as required, assist in the invigilation of College Collections (typically set for Thursday, Friday and Saturday of 0th Week each term), and to occasionally carry out additional duties as directed by the Dean. The Decanal Team is supported by the Deans' Secretary, Jacqui Julier. The Junior Deans are encouraged to incorporate themselves into College life, and to gain a familiarity with the workings of the College. They are encouraged to interact with members of the JCR, MCR, SCR, and College Staff, and if desired, have involvement with College sports and societies. The Junior Deans are required to have a full working knowledge of the *College Handbook*.

Professor M Burden, Dean