



The organization

Wycliffe Hall's partner, *Scholarship and Christianity in Oxford* (SCIO), seeks a Junior Dean for the north wing at Wycliffe Hall on Banbury Road.

The Junior Dean will be appointed and employed by SCIO, and be closely involved with Wycliffe Hall with responsibilities towards students who are Registered Visiting Students of Wycliffe Hall and live on site. SCIO is the UK centre of the Council for Christian Colleges and Universities (CCCU), a charitable organization with headquarters in Washington, DC. SCIO aims to further the academic, cultural, and spiritual development of students and staff of CCCU colleges, who primarily come from North America. It does this by directing

- the Scholars' Semester in Oxford (SSO), a programme for Registered Visiting Students at Wycliffe Hall for advanced undergraduates (two 14-week terms);
- the Oxford Summer Programme (OSP), a 5-week summer school for undergraduates and postgraduates;
- specialized conferences for faculty from member campuses such as the John Templeton Oxford Seminars on Science and Christianity.

The position

Purpose: To foster a supportive community in line with SCIO's objectives and to cover the practical responsibilities of warden.

Details: The Junior Dean will live in the north wing at Wycliffe Hall and will have domestic, pastoral, and disciplinary responsibilities for the 11–17 Registered Visiting Students living there. Details of the responsibilities are given at Annex A. The Junior Dean may undertake administrative tasks and/or, if she/he is an advanced graduate student, may undertake tutorial or other teaching, if suitable opportunities present themselves. For any such administrative or teaching work separate remuneration will be offered. The main duties covered by the salary will together take about ten hours per week and four nights per week must be spent in the residence. These two may overlap. The Junior Dean may be required to work as a Junior Dean for OSP. The Junior Dean reports to the Associate Director for all day-to-day matters.

Personal requirements

It is essential that the applicant know Oxford well; enjoy the company of undergraduate students and be able to engage with them socially as a senior member of their community; be prepared, with the support of senior staff members, to enforce discipline in the house and over student behaviour more generally; be computer literate; and be in sympathy with SCIO's and Wycliffe Hall's academic and cultural aims. Additionally the appointed person must

share SCIO's and Wycliffe Hall's Christian ethos. This position entails a *Genuine Occupational Requirement* as the Junior Dean will assist students exploring the possible relationships between academic study, the historic Christian faith, and their own religious beliefs, and needs to have a personal understanding of the perspectives involved. The appointed person will confirm that she/he assents to the Nicene or Apostles' Creed and is actively a part of a Christian community. SCIO maintains an open and ecumenical perspective in the workplace. It is anticipated that the Junior Dean will be a graduate student of the University of Oxford.

Remuneration

The remuneration is £1,500 per annum and attracts membership of a superannuation scheme if desired, 26 days' annual leave per annum (plus public holidays), a research-related fund of £250, an entertainment allowance of £75 per term (MT and HT), a furnished room, lunches every week at Wycliffe Hall (when the kitchen is open), and a monthly mobile phone allowance. If the appointed person is required to serve as Junior Dean for OSP an extra £500 will be payable.

Application procedure

Applications should comprise a curriculum vitae, the names of three referees, one of whom should be the applicant's academic supervisor, and a covering letter stating which of the positions (or both) is being applied for, and should be sent to Mr Simon Lancaster (simon.lancaster@wycliffe.ox.ac.uk) by Wednesday 10 May 2016. Further details on SCIO may be found at www.wycliffehall.org.uk/SCIO.

Annex A: SCIO Junior Dean (part-time): details of position

Main pastoral/student responsibilities

- Create a domestic environment conducive to SCIO's academic, cultural, and spiritual aims, through leadership and participation in the community
- Bring student concerns to the attention of the Associate Director
- Understand and enforce SCIO regulations
- Help SCIO oversee the cleaning and maintenance of the property before student arrival and following student departure
- Hold practical domestic orientation at the start of each term/programme

Availability

- Spend four evenings each week during term/programme in the student house (about 10 hours a week)
- Attend one Junior Dean meeting of c. one hour per week with the Associate Director during term
- Attend one general staff meeting of c. one hour per fortnight during term

- Attend four chapel services that take place per term /programme
- Accompany two or three academic field trips per term /programme
- Accompany one or two optional field trips per term /programme
- Full-time assistance on each day of student arrival, and one day before and one day after students' departure per term /programme

Safety and welfare of students residing in SCIO student houses

- Supervise house and fittings for safety and student welfare
- Provide for general fire safety (run a fire drill)
- Implement emergency procedures if required
- In case of serious illness or accident, know the procedures for referring students to a GP surgery or John Radcliffe Hospital; in case of minor illness or accident, provide appropriate supplies from the first aid kit
- Oversee student social events at the house
- Keep a record of accidents or serious illness of students at the house
- Be prepared to attend an Emergency First Aid at Work training course (1 day, at SCIO's expense)
- Accompany students to hospital if necessary; remuneration at the hourly rate of 1.5 times the living wage is made for attending Accident and Emergency outside of business hours
- Understand, abide by, and enforce SCIO policies on sexual harassment and equality, and GDPR

Student Affairs

- Aid Associate Director in providing pastoral care and spiritual support for students
- Assist senior staff in organizing events for students
- Assist in and attend JCR committee activities
- Address domestic problems (such as kitchen cleaning) with students
- Perform nightly security check
- Perform nightly kitchen check
- Organize kitchen rota for tidying food preparation areas
- Help students form food groups
- Participate in student/staff events (such as chapels, special meals, etc.)
- Host student events, ideally including some regular events, such as a movie night or tea
- Maintain notice board