



Residential Dean Job Description Overview

Arrival day duties

Residential Deans are expected to be on duty throughout the first day from 08.00 to end of dinner. A shift rota will be in place for breaks.

An example of the kinds of duties deans will be asked to perform are given below:

- hand out room keys
- take key deposit money
- ask students to sign and write down their mobile phone number
- direct students to their rooms
- advise students about first day residential reception & course introduction
- direct students to different rooms for input sessions
- help any parents with enquires

Office duties

Deans are required to carry out duties in the course office, as follows:

Open the residential office and manage it from 08.30, remaining on duty until all absences have been checked and followed up.

Check on any students who are ill or have been unwell during the night, liaising with the college staff, who should be informed of any illness. This includes arranging doctor's appointments and acting as chaperone if necessary, communicating any likely absences to the Centre Manager.

Remain on duty in the residential office at all times, on a rota with other Deans.

Maintain the office ensuring it is tidy and the noticeboard is up-to-date.

Ensure students are aware of all classes & tests scheduled during the week. Chaperone them where necessary.

Test and mock exam collection & invigilation, as directed by the Centre Manager and Exams Officer.

Run any errands to OTC in King Edward Street.

Evening duties

The office should be staffed by two residential deans from 17.30 until the end of the evening, when all students have signed in.

Study supervision: One of the deans oversees the provision of a quiet area for private study each evening from 19.00 – 21.00 in Brasenose College. It is vital to the success of the course that

participants have the opportunity to study in order to follow up the day's work and prepare for the next day. Deans should encourage students to benefit from the opportunity of supervised private study and discourage them from socialising too much in the evenings.

Managing the residential site: Deans should patrol the site throughout the evening, including staircases, to check for infractions of the rules and report to the Centre Manager appropriately.

Signing in and bedtime

Deans will be on rota between 22:00 to 24:00, patrolling the site regularly including individual staircases.

Deans must ensure that non-residential friends are not allowed into the college after 22:00hrs.

It is the responsibility of the deans to ensure all students are in their rooms, that noise is kept to a minimum and to maintain these conditions consistently every night.

Deans should expect to be able to go to bed at around midnight with one dean being assigned the duty of staying up a little later to listen for any activity, disturbance or infractions of the course rules and to deal with these appropriately.

Overnight duties for Residential Deans

Overnight duty is required of Dean each night of each course, according to a rota.

The Dean on duty must have the emergency mobile phone (for which all students should have the number). Should a problem arise overnight, the duty dean is the first contact point for students.

When on duty overnight, the Dean should be alert to any disturbances and try to ensure that students' and staff sleep are not disrupted unnecessarily. In any emergency, the Dean must wake the Centre Manager. Any night disturbance is reflected in an adjustment to the duty rota or overtime payment.

Departure day duties for Residential Deans

Deans are expected to oversee students' departure from the college and transfer of equipment to OTC, ensuring all student belongings are removed and that rooms are left tidily. Any breakages or damage must be reported to the Centre Manager as soon as it becomes apparent, either during the course or on departure day. The person responsible for any damage or breakage should be made aware of their responsibility to pay for this. Deans have generally completed their duties by around 19.00 on the final day.