



ST MARGARET'S
COLLEGE

Dean of Students Role Description

Prime function:

To deliver to Members outstanding academic, pastoral and other support services as part of the College's commitment to providing a comprehensive and outstanding collegiate experience.

Main objectives:

- Provide a comprehensive programme of academic support for Members.
- Provide a comprehensive pastoral support service to Members.
- Provide comprehensive support to the College's Members' Executive (comprising 11 elected Members) who are responsible for much of the College's social, sport and cultural programmes.
- Organise and manage College-wide events as required by the Master.

Major areas of responsibility:

1. Academic Support:

- Organising, implementing and managing a comprehensive tutorial system (this includes recruiting excellent tutors, setting up tutorial rooms, communicating tutorial sessions to Members, meeting the tutoring needs of Members, supporting and training tutors as appropriate, accurately recording tutors' hours and arranging remuneration accordingly, etc).
- Organising, executing and managing a comprehensive mentoring system for first-year Members.
- Providing academic advice and support to Members as required.
- Pro-actively following up Members requiring additional academic support.
- Tracking the academic achievements of Members and following-up with, and supporting, individuals as appropriate.
- Being available to Members on a daily basis for drop-in meetings/appointments/catch-ups regarding any academic (including tutoring and mentoring) matters.

2. Pastoral support:

- Providing pastoral advice and support to Members, including appropriate referrals to specialists (e.g. counsellors, doctors, etc) when necessary.
- Pro-actively following up Members requiring ongoing pastoral support.
- Being available to Members on a daily basis for drop-in meetings/appointments/catch-ups regarding pastoral care matters.
- Developing, organising and co-ordinating/presenting personal development programmes for Members (e.g. mindfulness, wellbeing, coaching, communication, conflict resolution, team building, life-skills, etc).

3. Members' Executive Committee:

- Liaising closely, regularly and pro-actively with, and providing appropriate guidance, advice, support and training to, the College's elected Members' Executive who are largely responsible for the College's social, sport and cultural programmes.
- Overseeing, encouraging participation in, and supporting the College's participation in the University's annual Inter-college Cultural, Gaming and Sport Competitions in liaison with the College's Members' Executive.
- Facilitating excellent communication between the Executive and College Leaders and Staff.

4. Events Management and Communications:

- Organising and managing College events as directed (e.g. Arrival Weekend; Valedictory Dinner; Annual Fellows Dinner; the annual Community Project; Tertiary Open Days; annual flu vaccination clinic; etc).
- Contributing to the news posts/updates section on the College's website and social media by writing regular articles.

Other areas or responsibility:

1. College Leaders:

- Assisting the Master as required with the planning, managing and execution of the annual College Leaders and Executive Training Programmes and the Mid-year Refresher Training Programme.
- Attending weekly meetings with the Master and 11 College Leaders.

2. Meetings:

- Attending monthly management team meetings chaired by the Master.
- Attending monthly meetings of the University's second tier of collegiate leaders.
- Supporting the College's Food Committee and ensuring that matters raised are attended to appropriately.
- Participating as a member of the College's Health and Safety Committee (chaired by the Master) and acting as secretary to the Committee including following up of matters requiring attention.

3. General:

- Fostering a strong collegiate life amongst Members.
- Fostering the College's underlying values of courtesy, consideration for others and common sense (the three Cs) amongst Members.
- Assisting with the annual selection and room allocation of Members.
- Contributing to developing and maintaining the reputation of the College as a sought-after and friendly home-away-from-home with a focus on academic excellence and the development of the full-person.
- Representing the College at public and University functions, meetings or presentations when required.
- Liaising with other College staff to ensure a high level of service to Members.
- Assisting as required when College facilities are utilised by external groups as required from time to time but particularly outside of semester times (e.g. conferences, seminars, workshops, etc).
- Assisting as required with the oversight of the College's Summer Team between November and February.
- Acting as the College's Fire Warden, including providing ongoing training and arranging semi-annual trial evacuations.
- Deputising for the Master when he is away from the College.
- Other appropriate tasks as required and directed by the Master.
- Spearheading new initiatives and process improvements to support the expected outcomes.

Reports directly to:

Master of the College.

Direct reports:

No direct reports.

Functional relationships with all Staff (20), College Leaders (11) and Executive Committee (11).

Outcomes expected:

- An excellent tutorial system in all respects is provided for Members.
- An excellent mentoring system in all respects is provided for Members.
- Effective academic support is provided for Members.
- Excellent pastoral care is provided for Members.
- Effective and sought-after personal development training programmes are developed, arranged and run.
- College events are well-organised and run.
- Effective communication occurs between the Members' Executive Committee, College Leaders and Staff.
- Committees are professionally chaired and matters appropriately and timeously attended to.
- All tasks are carried out at a professional level and to a high standard.
- Professional relationships are developed and maintained internally and externally.

Qualifications, skills and experience required:

- A relevant University degree level tertiary qualification, preferably a postgraduate degree.
- Familiarity with a university education environment.
- Proven ability to liaise constructively with a wide range of people including parents, academic and professional staff, and young adults.
- Leadership experience in working with young adults.
- Well-developed leadership and pastoral care skills particularly in the areas of young adults living away from home for the first time.
- Ability to perform effectively and professionally in a community environment.
- Significant experience working with young adults in a number of complex social situations including mental health, harassment and behavioural issues.
- Excellent oral and written communication skills with people at all levels.
- Ability to exercise appropriate judgement relevant to the situation.
- Naturally friendly and collaborative, with an inclusive approach to people; a settled personality.
- An understanding, or an ability to quickly develop an understanding, of residential collegiate life in the University environment.
- Previous experience in the areas of mindfulness, conflict resolution, team building, mentoring, tutoring, communication and community development.
- High level of technological literacy.
- Ability to effectively manage personal stress and operate in a demanding environment
- Naturally pro-active and organised with a high level of attention to detail.
- High level of initiative, energy and commitment.

Notes:

- This role is full-time and permanent working Monday to Friday from 12.30 pm to 9.00 pm during semester times. Outside of semester times, office hours are worked 9.00 am to 5.30 pm, Monday through Friday.
- The incumbent will be required to be on-call 24/7 on a shared and rostered basis with the Master (generally every second week and weekend) and attend College events (for example sport, themed dinners, formal dinners, etc) in the evenings and on weekends.
- The role is a live-in position with accommodation provided in a two bed-roomed unfurnished apartment with a separate garage.
- Power, internet and all meals are provided.
- Annual leave should normally be taken only during University holiday periods.

Confidential enquiries can be directed to the Master, Dr Charles Tustin, at master@stmargarets.college.