

**Assistant Warden Role Description & Person Specification**

<b>Job Title:</b>	Assistant Warden (Wilson House)
<b>Department/Division/Faculty:</b>	Student Services
<b>Campus location:</b>	South Kensington (Paddington)
<b>Responsible to:</b>	Warden
<b>Key Working Relationships (internal):</b>	Accommodation Team, Faculty Senior Tutors, Hall Managers, Residential Services, Imperial College Health Centre, Imperial College Union, Security, Student Services, Wardens and Sub-Wardens.
<b>Contract type:</b>	Voluntary. Fixed term for 12 months.  The post is only open to full-time academic or professional services staff at Imperial College.

**Job Summary**

Imperial is committed to creating a world-leading academic environment which fosters a diverse and inclusive community, where different backgrounds and cultures are cherished and celebrated, and different cultural experiences and identities are embraced.

To support its academic mission, the College recognises the importance of providing a high-quality student experience, which offers support and development opportunities to its students in all aspects of student life. The college has a number of halls of residence, accommodating undergraduate students. Each hall has a residential Warden who has overall responsibility for fostering an inclusive and safe community for residents, to support their academic journey and transition to independent living.

Assistant Wardens are accountable to the Warden and work under their general direction, supporting the Warden in maintaining good discipline, playing a key role in community development and delivering pastoral support to student residents.

**Key Responsibilities**

- Responsibility for fostering an inclusive residential community that supports the transition to independent living and maintains an environment that is conducive to study.
- Responsibility for the health and wellbeing of student residents and oversight of the delivery of pastoral care to individual students where appropriate.
- Responsibility for maintaining good discipline amongst the residential community, in line with the College Ordinances and Residential License Agreement.
- Supervisory oversight of the Sub-Wardens, delegating specific areas of responsibility as appropriate.
- Supporting the Warden with the recruitment of new Sub-Wardens when vacancies occur, in accordance with the agreed procedures. Supporting the Warden in developing a team of Hall Seniors (returning UG students) on an annual basis, who support the Warden’s Team in developing the residential community and the social life of the hall.
- Under the guidance of the Warden, management of emergency and complex student wellbeing cases within the residential setting.
- Supporting the Warden in delivering welcome and induction for new residents to the hall in September each year.
- Along with the Warden, senior point of contact in the hall for all student related matters. The post holder is expected to build maintain relationships with a range of staff in the College who play a key role in the delivery of pastoral and academic support, for example Faculty Senior Tutors, Senior Tutors, Counselling Team,

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Disability Advisory Team, Student Hub staff etc. To work collaboratively with these colleagues in managing individual student cases where necessary.

- Serve as an active member of the Residential Life Committee.
- Maintaining the hall website with up-to-date information for residents, including information about the Warden’s Team and Hall Seniors, Duty Warden contact number and duty times, events calendar, essential information (e.g., safety, security and what to do in case of emergency).
- Management of the Warden’s Expenses and Hall’s Activity budgets in accordance with College financial policy and procedures.
- Ensuring team compliance with a range of College policies and regulations, including: Data Protection, Equality Diversity and Inclusion, Ethics, External Interests, Financial Regulations, Health & Safety, and Information Systems.

**Role Requirements**

- Applicants must be an employee of the College with a minimum of one year of your substantive employment contract remaining at the time of appointment. This role is open to academic, academic related and professional services staff with relevant experience.
- Applicants must have a good understanding of the range of pastoral and academic issues that affect undergraduate students during their studies and will be expected to undertake several training and development sessions to further their knowledge.
- Assistant Wardens are required to undertake “on call” duties on a 24-hour basis in order to provide support to residents and other staff members in the event of serious pastoral issues or emergency situations.
- The post holder is required to occupy a self-contained flat within the allocated residence as a condition of service, in order to effectively perform their duties. Occupation will be limited to the tenure of office as Assistant Warden. The flat is provided at no cost (including rent, furnishings, and essential amenities).
- The role of Assistant Warden is exempt from the Rehabilitation of Offenders Act and Assistant Wardens are required to satisfactorily undertake an enhanced DBS check prior to starting the role.

***This job description is not exhaustive, and the post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities.***

**Candidates will be expected to demonstrate the following:**

<b>Person Specification</b>	<b>Essential (E)/ Desirable (D)</b>
<b>Knowledge</b>	
Knowledge of challenges students may face - for example transition, welfare, mental health and other stresses connected to their studies	<b>E</b>
Knowledge of the academic cycle and key points in the year that may have an impact on a student	<b>E</b>
Awareness of key issues in support services for university students	<b>D</b>
<b>Experience</b>	
Experience in managing student casework and/or pastoral support in higher education	<b>E</b>
Experience of implementing disciplinary procedures in relation to UG students, or similar	<b>E</b>
Experience in planning rotas and/or organising the workload of a team	<b>E</b>
Experience in planning and managing communications	<b>E</b>
Experience of managing budgets and/or an understanding of financial responsibilities	<b>D</b>
Experience writing webpage content and/or updating webpages directly	<b>D</b>
<b>Skills</b>	

Ability to line management a team of student staff, who will have other priorities and challenges of their own	E
Ability to implement College policy and follow processes in an exact and precise way	E
Ability to work collaboratively with other staff members to ensure student support is maintained to a high standard in all Imperial Halls of Residence	E
Ability to manage emergent situations and maintain a sense of calm and authority throughout	E
Skilled in the organisation and planning of small-scale events	D

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [Imperial Values & Behaviours framework](#). Our values are:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all College policies and regulations paying special attention to: Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety, Information Technology, Smoking, Private Engagements and Register of Interests. They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory Disclosure and Barring Service (DBS) check, at the appropriate level, will be required for the successful candidate. Further information about the DBS disclosure process can be found at: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> or by telephoning 03000 200 190. You may also wish to view the College's [DBS webpage](#) for policy statements on the Recruitment and Employment of Ex-Offenders and the Secure Storage, Use, Retention & Disposal of Disclosures and Disclosure Information.

*We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We therefore encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender identity, sex, or sexual orientation. We are an [Athena SWAN Silver Award](#) winner, a [Disability Confident Leader](#) and a [Stonewall Diversity Champion](#).*