

Introduction

In Imperial owned Halls of Residence, pastoral support is delivered through a Hall Warden Model. This comprises academic and professional services staff in Warden and Assistant Warden roles, postgraduate research students in Sub-Warden roles, and a small number of returning undergraduates as Hall Seniors.

The Hall Warden Model is an important element of the University's student wellbeing provision. The model provides pastoral support for the majority of first year undergraduates. As well as support for some continuing students - for example those with health and welfare issues or disabilities who are best supported in a hall environment.

The Director of Student Support Services has overall responsibility for the Hall Warden Model and direct line management of the Wardens.

Wardens have overall responsibility for maintaining good discipline, supporting student wellbeing, and fostering an inclusive community in their hall of residence. They are supported in their hall by an Assistant Warden, where applicable, and a team of Sub-Wardens.

Sub-Warden Role

- Sub-Wardens are accountable to the Warden/Assistant Warden and work under their direction.
- Sub-Wardens work with the Warden, Assistant Warden (If applicable) and the other Sub-Wardens on all matters relating to the smooth running of the hall.
- Sub-Wardens have oversight of the general wellbeing of student residents in their hall and handle emergency situations as and when they arise.
- Sub-Wardens are required to undertake training for their role, as specified by Student Services.
- Sub-Wardens must promote social life, exercise discipline and effect pastoral care of their student residents.
- Alongside other members of the Warden team, Sub-Wardens enforce University and Residence Regulations relating to pastoral care and discipline as may be appropriate, and to ensure compliance with University policy on matters relating to student behaviour.
- Sub-Wardens must serve as a member of the Hall Committee and play an active part in the social life of the hall community.

Appointment and Appraisal

Sub-Warden posts are open to full-time postgraduate research students. At the time of appointment, students must have at a minimum of three terms of study to complete.

Sub-Wardens are initially appointed for a one-year fixed term period. Further to satisfactory performance, they may be extended up to a maximum period of four years. Contracts will be issued annually on a rolling basis.

During the probationary period, regular monitoring and review will take place, by the line manager, to confirm the role-holder is meeting required objectives and to ensure the expectations of the role are met.

Sub-Warden Terms and Conditions

There is no contractual right to renewal for existing Sub-Wardens and they may not re-apply for an equivalent role once their contract period has ended.

Role-holders must maintain full-time student status at Imperial University in order to continue to act as a Sub-Warden. If the period of study changes to part-time or ends, the role of Sub-Warden must also end.

Sub-Warden roles are unpaid. On-site accommodation is provided Sub-Wardens in order to enable them to fulfil their roles. No monetary payments, other than reasonable expenses, or other benefits in kind are offered.

If a role holder resigns as a Sub-Warden or if the contract is not renewed, it does not have an impact on their student status. However, if the contract is terminated for disciplinary reasons, the Director of Student Support Services may notify the Head of Department.

If any disciplinary matters arise from a Sub-Warden's student role, and not their Sub-Warden activities, they will be managed under the University Disciplinary Process. The outcome of that process may impact their ability to continue as a Sub-Warden.

Working Hours

Working hours will vary from week to week, depending on duty rotas and tasks that arise. There is no limit on how many hours per week the role could entail.

Sub-Wardens who have a Student Visa (previously *Tier 4 General*) have an obligation to restrict their working hours to the legal maximum associated with said visa. Therefore, it may not be possible to hold a Sub-Warden role alongside another role (paid or unpaid).

Transfers

Role holders are appointed to a particular role and hall. Members of a team in one hall may apply for vacancies in another, but movements within the system are not normally encouraged.

Transfers will be considered in exceptional circumstances only. In the case of Sub-Warden transfers, the Wardens from both halls must agree.

The University also retains the right to relocate team members where absolutely necessary

All parties are required to give no less than eight weeks' notice of a transfer or relocation.

The maximum contract length will apply regardless of any changes in location.

Leave

Annual Leave

As these roles are voluntary, there is no associated annual leave. However, it is understood that Wardens, Assistant Wardens and Sub-Wardens will take periods of leave. This should be managed locally, ensuring that appropriate cover for the hall is always maintained.

Sub-Warden periods of leave are the delegated responsibility of the Warden and must be managed locally. Extended periods of leave should be communicated to the Director of Student Support Services, for information.

Maternity, Paternity Shared Parental Leave and Adoption Leave

Maternity, Paternity, Shared Parental Leave and Adoption Leave will be taken/granted in accordance with the [University's policies regarding students with children](#).

Postgraduate Research students are ordinarily required to interrupt their studies when taking periods of maternity and shared parental leave. Sub-Warden accommodation is also not suitable for residents with children. Therefore, Sub-Wardens would be unable to remain in role or in the hall in these circumstances.

Accommodation

Sub-Wardens are provided with accommodation as part of their role. This normally comprises a furnished single occupancy ensuite bedroom (where available), with cooking facilities that are not shared with resident UG students. Accommodation is provided at no cost (including rent and essential utilities).

Sub-Warden accommodation is designed for single occupancy only.

Occupation of accommodation will not commence until an enhanced DBS check has been undertaken.

The Sub-Warden will be required to sign a Licence Agreement and occupation of their room will be limited to the tenure of office as Sub-Warden.

Furniture provided by Campus Services during the term of office will remain the property of the University at the end of term of occupancy.

Whilst occupants are expected to keep their accommodation at a good standard of cleanliness, the University accepts responsibility for maintaining the flat in reasonable decorative order. The occupant is expected to allow University staff to access the premises at any reasonable time to undertake inspections and maintenance as necessary. Where possible, notice will be given of such visits.

For Health and Safety, Safeguarding and Security reasons, anyone residing with the Sub-Warden must be disclosed to Student Services and the Student Accommodation Office.

The University reserves the right to reallocate accommodation if necessary. Should a change in accommodation be required, a minimum notice period of four weeks will be provided to Sub-Wardens for in-hall moves, and eight weeks for across hall moves.

Council Tax

The University has declared itself as the "liable person" for payment of Council Tax for those in Warden, Assistant Warden and Sub-Warden accommodation. This tax will be paid by the University directly to the council. However, the University is not liable for Council Tax payments that may be incurred where family members/partners live in the hall with a member of the Warden team.

Enhanced Disclosure and Barring Service (DBS) Checks

Warden, Assistant Warden and Sub-Warden roles are exempt from the Rehabilitation of Offenders Act and role holders are required to undertake an enhanced DBS check prior to starting the role. The cost of a DBS check will be covered by the University. If a check is required to be completed in

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another country, because a role holder has not resided in the UK for long enough, the cost of that check will be the responsibility of the individual.

Role holders are advised to subscribe to the DBS Update Service within 30 days of their DBS Certificate being issued. The subscription cost will be reimbursed.

Personal Relationships

Relationships between staff are not prohibited. However, Sub-Wardens are viewed as students when considering their relationship with Wardens and Assistant Wardens, and relationships between staff and students are expressly prohibited.

Simultaneously, Sub-Wardens are viewed as staff when considering their relationship with students in their hall. The University prohibits personal relationships between staff and students where the staff member has any responsibility for pastoral care, which applies to all members of the Warden team, including PhD students in Sub-Warden roles. Therefore, relationships between any member of the Warden team and a student is not permitted in any circumstances.

Full details of relationships and their restrictions can be found in the University's [Personal Relationships Policy](#) in Section 6.

If a Sub-Warden is suspected of being in a relationship with a student, this will be investigated by the Director of Student Support Services, via the University's Disciplinary Process. If a relationship is determined to exist this will result in termination of the Subwarden contract and removal from the hall.

Partners and Family Members

Ordinarily Sub-Wardens are not permitted to have others living with them, as the accommodation is only provided for single use. In exceptional circumstances, permission may be sought for an adult partner to live in the hall with the Sub-Warden. Permission should be obtained from the Director of Student Support Services .

If permission is granted, for Health and Safety, Security and Safeguarding requirements to be fulfilled, the Head of Residential Services & Support Operations, must be informed of the name and age of a partner living in hall warden accommodation.

In the case of visitors, visits for more than three consecutive nights must be disclosed to the Hall Manager. This must happen in each instance of a visit.

Grievances and Disciplinary

In the event of a Sub-Warden raising a grievance or being involved in a matter requiring disciplinary action against them, the Warden is responsible for hearing the case and determining any necessary action. Appeals against the decision of the Warden are heard by the Director of Student Support Services or an appropriate nominee. If the Hall Warden and/or Director of Student Support Services has already been involved in the case, it will be referred to the Director of Student Services.

When considering disciplinary proceedings against a Sub- Warden, the Director of Student Support Services may also consider the affects this may have on their studentship and decide if further referral or action is warranted.

Sub-Warden Terms and Conditions

Disciplinary concerns which do not wholly relate to the performance of Sub-Warden duties may be managed under the University Student Disciplinary Policy.

Resignation and Termination

Sub-Wardens who wish to resign during their period of appointment are required to give at least eight weeks' notice. Unless a Sub-Warden is dismissed for misconduct, the University will give eight weeks written notice of termination. The University reserves the right to require Sub-Wardens not to undertake duties during all or part of the notice period. In the event of misconduct, Sub-Wardens may be dismissed without notice.

If a Sub-Warden ceases to be a full-time registered student at the University, their appointment as a Sub-Warden will automatically cease. The Director of Student Support Services must be informed of any changes in status as soon as they are known.

In the event of a member of a Sub-Warden finishing their studies before the planned programme end date, they will be given a maximum period of eight weeks to vacate the hall.