

## Information for Temporary Wardens Banbury Road Campus 16+ Courses

### 1. JOB DESCRIPTION

The temporary wardens are appointed to look after young adult students accommodated in St Clare's residential houses during the summer to cover the annual leave of our permanent staff. Usually this will be for a period of 2, 3 or 4-weeks duration. The house warden stands 'in loco parentis' and is responsible for the welfare of the students in the house. It is essential that the warden encourages an atmosphere of consideration and co-operation and that they uphold the good name of the college. Wardens report to the Summer Courses Duty Manager\* on a daily basis and to the Assistant Principal or Director of Short Courses on contractual matters and on any serious incident.

**\*Course Director, not Duty Manager, for Easter courses**

### 2. WARDEN PROFILE

We are looking for responsible individuals who have strong presence and who are prepared to be fully committed to the demands of the job. You will need to demonstrate empathy for the students whilst maintaining their respect, and ideally to be experienced in dealing with students of this age group in international education and/or in residential contexts. Ideally wardens will have a minimum age of 25, although younger candidates who can demonstrate a high degree of maturity, with relevant experience, will also be considered.

### 3. DUTIES

- i Checking individual pigeon-hole in staff room each day for any important information or communication; collecting student lists each Thursday and then again checking for last minute update or change to the list after 17.00h each Friday before a course arrival Saturday.
- ii Management of house information and systems: ensuring that the student notice-board is kept up-to-date; signing in/out procedures are adhered to; visitor times are regulated; keys are issued and key/damage deposits collected from each new student in the house; non-smoking or alcohol policy is maintained; fire exits are kept free and students are made aware of exit points, alarms and fire fighting appliances.
- iii Accommodation: relaying any problems with accommodation to Student Services or Domestic Bursar.
- iv Welfare: liaising with the College Nurse, Duty Manager\* and/or Student Services in cases of student illness; being aware of any student in the house with an existing medical condition eg. asthma or allergies, or on medication. Making doctor appointments or arranging hospital visits if illness occurs out of college hours.
- v Discipline: liaising with the Duty Manager\* on all matters relating to student discipline and for serious offences or in the absence of the Duty Manager, with the Director of Short Courses.
- vi Keeping to hand copies of the college rules and checking with the Duty Manager\* that all students in the house have read, signed and understood them.
- vii Informing the Short Courses Director of Studies and/or Duty Manager\* of any known class absence due to illness.
- viii Reporting any loss or damage to St Clare's' property to the Domestic Bursar, Duty Manager\* or Director of Short Courses.

- ix Checking student rooms each night, ensuring that all students are in by the midnight curfew (11pm at Easter), and informing the Duty Manager\* of any unaccountable absences or late returns.
- x Remaining on the house premises after curfew and being willing to deal with any unexpected emergency that may occur in the house during the night.
- xi Being especially vigilant regarding street noise, of returning students in the Lathbury Road area, and telephoning the Duty Manager\* if there is persistent noise or disruption.
- xii Arrival days: being available in the house from 14.00h on each arrival Saturday to meet and greet students, administer keys and collect deposits, show them to their rooms, point out communal facilities and to hold a short house meeting to brief new students on the house rules and systems.
- xiii Departure days: returning key/damage deposit once you are in receipt of room keys and the room has been checked for damage; ensuring that rooms are vacated by 10.00h.

### 4. TERMS OF EMPLOYMENT

Appointments will be made for a varying number of weeks within the Easter course dates of Saturday 3 April – Friday 16 April and Summer course dates of Friday 18 June - Saturday 21 August 2004. Once appointed the Temporary Warden will receive a comprehensive pack of information with more detail and guidance on the duties listed above. They will also be fully briefed by a permanent member of staff.

Wardens may be required to work for different periods of time in different houses, but with the exception of emergency cover, this will not be for less than one whole week in any one house. Accommodation will be provided, consisting of a single bedroom, use of kitchen, toilet and bathroom (possibly shared). Where the Temporary Warden has use of the permanent member of staff's accommodation he/she must not tamper with, rearrange, damage or remove any personal items belonging to the permanent warden. Similarly, wardens must not remove or damage any property belonging to St Clare's. Any such damage must be reported immediately.

Wardens are given an ID card with a daily meal allowance entered on it of £14.35. This is sufficient for breakfast, lunch and dinner in the college dining hall or snack bar. This allowance cannot be exchanged for money.

### 5. SALARY

SALARY PER WEEK
£144

### 6. TERMS AND CONDITIONS

- i **References & Checks**  
All offers of employment and contracts are issued subject to satisfactory references and satisfactory outcomes on completion of all necessary checks, including establishing the right to work in the UK. In some cases some or all of these checks will have been undertaken before an offer is made. In most cases, taking up employment will be subject to the satisfactory completion of all necessary procedures.

Under the National Minimum Standards for Boarding Schools, we are required to undertake additional checks on all employees working with our residential students who are under 18:

- Full written references, and phone references on quoted referees, including current employer, may be obtained before or after interview. You should indicate specifically if you wish St. Clare's to refrain from contacting your current employer.
- Police checks / Criminal Records Bureau checks must also be undertaken, for which employees / prospective employees are required to provide information and consent.
- Contact with all previous employers where the employee has worked with children or vulnerable adults is also required. This is to establish the reason for leaving the position. On occasions, further information and a reference may be sought in writing, by phone or by other means. By providing details of previous employment, it is assumed that the employee/prospective employee has given consent for this contact, and no specific consent of the employee / prospective employee will be sought.
- The College reserves the right to contact any previous

employer and to make any additional enquiries it considers necessary in order to meet its responsibilities in relation to employment of people working with students.

ii **Statutory Deductions**

Tax and National Insurance will be deducted from salaries in accordance with UK employment regulations. St. Clare's, Oxford will require **P45s** (if available) and **National Insurance numbers** before commencement of employment. Employees with self-employed status will be required to sign a **P46** tax form and will be individually responsible for claiming back any tax refund. We will provide you with the Inland Revenue details should you require them prior to your course leaving date.

iii **Payment of Salaries**

All salaries are paid automatically to each staff member's bank account at the end of each week, one week in arrears. Statutory holiday entitlement with full pay may be taken at the end of the last course that is worked

## About St. Clare's, Oxford

St. Clare's, Oxford is an independent, non profit-making educational charity. Our mission is to advance international education and understanding. We offer a range of short course programmes, the majority of which take place during June, July and August. In addition to this we have a number of closed groups during the academic year as well as a range of long and short EFL courses primarily for adults. Our aim is to provide all our students with a high quality course where they not only increase their language ability but also have a memorable experience within an international context.

St. Clare's courses are for mixed nationality students and range from 10-16 years on our young junior/junior courses at Rye St. Antony school, to young adults (16+) on our Banbury Road campus and more mature adult students (18+), including non-native teachers of English, at our Bardwell Road Centre. We provide a full, varied and stimulating tuition and activity programme, which is suitable for each individual age group.

Full details of our courses, including dates, can be found in our Summer Courses and English Language Courses brochures. Alternatively, visit our website at <http://www.stclares.ac.uk>.

## How to Apply

If, after reading the information above, you would like to apply for a position with us, please complete the enclosed/downloaded application form in as much detail as possible. It is helpful if a current photograph is attached. A short letter outlining your suitability to the job for which you are applying should also be provided.

Please forward your documentation to us as soon as possible. We will then contact you to arrange an interview. Appointments will be confirmed as soon as possible after interview and on receipt of suitable references. The number of staff required depend on our student numbers, which will be confirmed during the period between March and June. Please keep us informed if there are any changes to your availability, contact numbers or address.

Completed application forms and associated documentation should be returned to:

**Short Courses Division, St. Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL, UK**  
**Fax: +44 1865 310002**