

**JOB DESCRIPTION – NON-RESIDENT RELIEF WARDEN**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

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| **JOB SPECIFICATION** | |
| Title of Post | Non-Resident Relief Warden |
| Purpose of Role | The Relief Warden of a residential house at St. Clare’s stands in loco parentis, and is responsible for:   * The welfare of the students in their care * Upholding St. Clare’s standards of conduct and behaviour * encouraging an atmosphere of consideration and international understanding * ensuring the fabric of the building is maintained * upholding the good name of St. Clare’s   It is important for a Relief Warden to support colleagues in other houses and in the classroom, liaising with the Personal Tutors, Assistant Principal, Pastoral, Senior House Parents, Vice Principal, Pastoral and the Principal as necessary.  The relationship of a Relief Warden with the students should be modelled on that of a responsible parent with sons or daughters of the same age living at home. There may be differences of style between one House Parent/Relief Warden and another, but all House Parents/Relief Wardens are expected to follow the procedures below and College policies as advised by the Vice Principal from time to time, bearing in mind that common sense should prevail since all eventualities cannot be itemised. |
| Reporting Relationships | A Relief Warden reports to the Assistant Principal, Pastoral (or Senior House Parent in their  absence). On day-to-day matters contact is more likely to be with the permanent House Parent of  the house they are covering. From time to time it may be necessary to contact other  people as follows:   * on the care of the house and contents – the Estates Manager * on contractual terms and conditions of service - the Bursar * on house security - the Estates Manager * arrangements for relief and holiday cover - Assistant Principal, Pastoral * changes in student accommodation - Vice Principal, Pastoral * on medical issues relating to students - the College Nurse; Vice Principal,   Pastoral   * disciplinary and welfare matters - Assistant Principal, Pastoral / Vice   Principal, Pastoral |
| Key Duties & Responsibilities | A Relief Warden is required to be available to students in the houses they warden at  suitable times as specified in the “Regulations for Relief Wardens”.  A Relief Warden is responsible for:  **Discipline and communication**   * upholding the College Regulations as notified, in the house they act as a warden, and   promptly reporting student misbehaviour to the permanent House Parent, Duty SHP,  Assistant Principal, Pastoral or Vice Principal, as appropriate   * personally, checking that students are in the house by curfew and following extensions to   curfew, in line with agreed policy   * for maintaining an atmosphere conducive to study in the house * for submitting reports on individual students or groups of students as required by the   college and specified by the Vice Principal and/or the Assistant Principal, Pastoral  **Pastoral Care and Welfare**   * remaining in the house for the designated hours and, where engaged to do so, overnight to   07.30h the next morning   * for paying individual attention to the progress and needs and also the difficulties of the   students in their care and offering help and advice as appropriate and where  necessary for communicating with colleagues as appropriate   * for taking appropriate action when a student is sick. If this is outside of the nurse hours,   or if the student needs to see a doctor urgently, the relief warden should use  ‘111’ for appointments – the Duty SHP can offer advice and assist with this   * for reporting any emergencies to the Duty SHP on duty and/or the Assistant   Principal, Pastoral, who will call the police if necessary. Should a student need to visit  hospital outside College opening hours then the Relief Warden, or Duty SHP, should  accompany the student and remain with the student as appropriate to their age  and the seriousness of their illness or injuries   * in the event of an emergency involving an immediate or on-going risk to persons or   property the Relief Warden may call the emergency services as appropriate   * acting in loco parentis it is desirable that the Relief Warden will support and   encourage the students in the houses he or she acts as a warden in their College  activities, both academic and non-academic  **Domestic**   * for the care of the College house and contents, reporting maintenance requirements,   damage etc. to the permanent House Parent   * for instructing the students to keep their own rooms in order, make beds, keep the   common room tidy etc.   * for encouraging students to take care of College property and to be economical in   the use of electricity, fuel and water.  **Health and Safety**   * for complying with all health and safety regulations as notified by the Estates Manager,   and in particular (in consultation with the permanent Warden) ensuring that:   * + fire exits are kept free at all times;   + fire drills are carried out within the first two days of each vacation course;   + no unauthorised electrical appliances are used by students   + students do not cook in bedrooms or bathrooms * for reporting any security concerns, e.g. window restrictors removed, overloaded sockets,   broken locks etc. to the permanent Warden  **Other**   * any other duties reasonably assigned by the Assistant Principal, Pastoral Principal or   Vice Principal.  There is no residential entitlement for non-resident relief wardens, although they may be asked  to remain in residence either overnight or for more extended periods of time. |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | part-time, casual hours contract |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | Can be seen on request to HR on the regulations for Non-Residential Relief Wardens. |
| Probationary Period | 6 months |
| Notice Period | 1 month |
| Salary / Pay | Can be seen on rates of pay, schedule of warden’s allowances by request to HR. |
| Holidays | This is casual contracted position and holiday pay is paid on top of the hourly rate and at the same time as pay for work undertaken. |
| Pension | A contributory pension is offered through the College’s group personal pension scheme or an existing personal pension scheme. In all cases the employer pays double the contribution of the employee, up to a maximum of 10% of gross salary. Employee contributions above 5% may be made but do not attract employer contribution. |
| Life Assurance | Support staff - Death in service benefit is four times annual salary |
| Meal | Free meals are provided in the College dining hall when the Employee is working and when students are in residence. |

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| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| Education and qualifications | * Good level of education **(E)** |
| Knowledge, skills and experience | * Good computer skills (email/intranet etc) **(E)** * Ability to manage welfare and discipline of young people **(E)** * Experience of working with young people (under 18s) **(E)** * Experience of pastoral and / or residential work **(D)** * Experience within an international contexts **(D)** * Understanding of non-native speaker difficulties; personal language skills **(D)** * Knowledge of welfare support and common issues in relation to young people **(D)** * Understanding of the National Minimum Standards, for young people under 18 in boarding settings **(D)** |
| Personal skills and attributes | * Ability to respond to situations calmly **(E)** * An approachable and caring disposition **(E)** * Ability to use initiative **(E)** * Ability to work in a team **(E)** |