

# Residential Life Team

## Sub Warden – additional information

The Sub-Warden's role as a volunteer is to assist in ensuring the provision and delivery of an effective system of student support for students resident in the University and University managed residences. The Sub Warden will contribute to providing a safe, inclusive and respectful environment for living and learning; in particular, shaping a high quality residential experience for student learners at the University.

### Duties of the Sub Warden

1. To provide support and guidance for the Resident Tutors in their duties
2. To participate in the induction of students to residences
3. To provide proactive pastoral support to individuals and groups of students within a specific residence block
4. To maintain an accurate record of student contact
5. To ensure a social programme is available for residents who remain in residences during vacations
6. To promote the development of Hall Committees in residences
7. To participate in regular meetings
8. To work in co-operation with the wider Residential Life Team, and with the Warden, to ensure proactive liaison takes place
9. To ensure a team approach to the safety, welfare and social development of residents
10. To refer students to appropriate services such as Student Support, Disability Services, Counselling etc.
11. To undertake training, as necessary and attend the annual induction of new members of the Residential Life Team
12. To keep in regular contact with the Warden of your area
13. To inform the Warden of any students giving cause for concern and to work closely with staff in Student Services referring students as appropriate
14. To contribute to the out of hours duty tutor rota by providing cover throughout the weekends and public holidays as required and between the hours of 6pm and 8am on weekdays
15. The number of duty sessions may vary and there may be a requirement from the volunteer to be available outside of prearranged duty tutor hours
16. Any other such duties as may be reasonably expected to effectively undertake the role

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## Sub Warden – Person Specification

Due to the high level of interest for volunteers to undertake the role of Sub Warden and in order to select the best volunteers for the post, we will focus on the knowledge, skills, experiences and qualifications necessary to undertake the role effectively.

<p><b>The postholder must be able to demonstrate the following:</b></p>
<ul style="list-style-type: none"> <li>• Must have prior experience or knowledge of being part of a Residential system</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of team management and people development</li> </ul>
<ul style="list-style-type: none"> <li>• Be able to demonstrate an understanding of the issues and policies affecting the Residential Life Team</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to work as part of a team and also as an individual without close supervision</li> </ul>
<ul style="list-style-type: none"> <li>• A commitment to diversity and awareness of the university's policy on equality and diversity</li> </ul>
<ul style="list-style-type: none"> <li>• Flexibility and adaptability to act decisively in situations which require an urgent response</li> </ul>
<ul style="list-style-type: none"> <li>• A good working knowledge of MS Office, email and the internet</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrate professionalism, tact and diplomacy (in often challenging circumstances)</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent communication, interpersonal and organisational skills</li> </ul>
<ul style="list-style-type: none"> <li>• The ability to work well under pressure</li> </ul>

# Residential Life Team

## Information for Applicants with Children

The University has a limited number of Residential Life Team flats which are suitable for occupation with children. These are:

### **Warden's Accommodation:**

Warden accommodation at Westwood  
Warden accommodation at Lakeside  
Warden accommodation at Rootes  
Warden accommodation at Cryfield  
Warden accommodation at Tocil  
Warden accommodation at Jack Martin  
Warden accommodation at Bluebell  
Warden accommodation at Sherbourne

### **Deputy Warden's Accommodation:**

Deputy Warden's accommodation at Sherbourne

### **Sub-Warden and Resident Tutor Flats:**

Sub warden accommodation at International House  
Resident Tutor accommodation at Westwood

All of these accommodation blocks have separate entrances and exits for Residential Life Team members from the Halls of Residences than those used by the students, thereby reducing the risk to children in the event of an evacuation from the building being necessary. A full risk assessment relating to these designated flats will be made available to individuals prior to accepting a position in one of them.

### **Children Visiting Members of the Residential Life Team**

Whilst, with the agreement of the Warden and with due reference to relevant information on risk, it might be possible for children to make occasional visits to other residential areas, the residential areas outlined above are the only ones where the ongoing residency of children linked to a Residential Life Team post is permitted.

### **Changes to Personal Circumstances**

If you are not living in a flat designated as suitable for occupation with children and your circumstances change during your period of appointment, requiring you to bring children to live with you, the University will advise you of appropriate Residential Life Team vacancies in approved areas as they arise. You are requested to notify the University as soon as possible to any change in circumstance.

If you are not able to secure such a position before the children are due to move into residence, then you will need to make arrangements to leave the Residential Life Team and make your own arrangements for accommodation. You will be notified if a vacancy in a flat designated as suitable for occupation with children becomes available. If there is more than one eligible applicant for one vacancy then a selection process will be undertaken.

# Residential Life Team

## Smoking in University Residences

You may know that the University has reviewed its policy on smoking in the light of changes to the Law that came into force on 1 July 2007. The Law bans smoking in all enclosed public areas including vehicles. This is implemented across the University in all of its public buildings and vehicles (smoking is already banned in workplaces).

The University has reviewed its overall management policies on smoking, some of which are required by law and some are not. The decision has therefore been taken to introduce a total ban on smoking within University Residences. This includes all internal areas of the residential buildings including Residential Life accommodation. This change to policy means that the smoking of anything in residence is now banned and the disciplinary regulations will be changed to reflect this. The ban will operate all year round including during conferences.

Residential areas are complex because they are a place for individuals to live, but they are also places where people have to come to work. The decision to ban smoking in residential areas has been taken to provide the fairest and safest way forward for all parties.