

Sub-Warden Role Description & Person Specification

Role Title:	Sub-Warden
Department/Division/Faculty:	Student Services
Campus location:	Various
Responsible to:	Hall Warden
Key Working Relationships (internal):	Hall Warden, Assistant Warden, Hall Committee, Hall Staff
Contract type:	Voluntary. Fixed term for 12 months. Possibility to extend for additional years, up to a maximum of 4 years, at the College's discretion. The post is only open to full-time PhD students registered 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, in order to support their academic journey and transition to independent living.

Sub-Wardens are accountable to the Warden and work under their direction. Sub-Wardens play an important role in community building and development, as well as the day-to-day provision of pastoral support to student residents. They also work with the Warden team to ensure good discipline in the hall.

Key Responsibilities

- Contributing to an inclusive residential community that supports the transition to independent living and maintains an environment that is conducive to study.
- Supporting the health and wellbeing of student residents and delivery of day-to-day pastoral care to individual students where appropriate.
- Supporting the Warden/Assistant Warden with the response to emergency and complex student wellbeing cases within the residential setting.
- Supporting the Warden/Assistant Warden in delivering welcome and induction for new residents to the hall in September each year.
- Supporting good discipline amongst the residential community, in line with the College Ordinances and Residential License Agreement.
- 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, and essential information pertaining to safety, security and emergencies.
- Playing an active part in the social life of the hall community and taking part in a range of events that promote a cohesive and supportive residential environment.

Sub-Warden Role Description & Person Specification

- Compliance with a range of College policies and regulations, including: Data Protection, Equality Diversity and Inclusion, Ethics, External Interests, Financial Regulations, Health and Safety and Information Systems.

Role Requirements

- Applicants must be a registered PhD student with at least 12 months of their programme remaining at the start of their contract.
- 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 a number of training and development sessions to further their knowledge.
- In addition to supporting the Warden in the general smooth running of the hall, Sub-Wardens are required to undertake “on call” duties (on a team rota basis) in order to provide support to residents in the event of serious pastoral issues or emergency situations.
- Occupation of a study bedroom within the allocated residence is a condition of service as Sub-Warden in order for the post holder to effectively perform their duties. Occupation will be limited to the tenure of office as Sub-Warden. Accommodation is provided at no cost (including rent, furnishings and essential amenities).
- The role of Sub-Warden is exempt from the Rehabilitation of Offenders Act and Sub-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:

Person Specification	Essential (E)/ Desirable (D)
Knowledge	
Knowledge of challenges students may face - for example transition, welfare, mental health and other stresses connected to their studies	E
Knowledge of the academic cycle and key points in the year that may have an impact on a student	E
Experience	
Experience working in a pastoral or supportive role with others	E
Experience working as part of a team, voluntarily or otherwise	E
Experience managing competing priorities and balancing study commitments with work commitments	E
Experience in good decision making and knowing when to escalate issues	D
Skills	
Ability to work independently with minimal supervision	E
Ability to follow instructions from management and follow processes in the correct way	E
Ability to manage difficult situations, responding calmly and appropriately	E
Ability to find solutions to problems, particularly where an obvious solution may not be initially apparent	
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

Sub-Warden Role Description & Person Specification

- 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.