



JOB DESCRIPTION

POST TITLE: RESIDENTIAL WARDEN & WELFARE
OFFICER (TERM TIME ONLY)
POST NUMBER: WREQ1679
GRADE: HAY 9 SCALE

JOB PURPOSE

The Residential Warden and Welfare Officer is primarily responsible for the supervision and welfare of under 18 students who are staying within the residential accommodation of the College. The role requires the post holder to supervise set meal times, organise extra-curricular activities and ensure learners are adhering to expected residential protocols and code of conduct. The post holder will be responsible for ensuring student health, safety and safeguarding are maintained at all times. Whilst also being responsible for the under 18 residential students the officer will provide effective welfare support and guidance to all learners. The role will also require the monitoring of students at risk of leaving within curriculum areas ensuring that effective intervention strategies are in place to keep students on programme.

The post-holder is required to work the below hours and sleep-in duties are required on Sunday, Monday and Tuesday evenings. The role also includes two day shifts working alongside the Welfare and Retention Officers. Accommodation is available (if required) to the post-holder on Wednesday and Thursday evenings, but the premises will need to be vacated on Friday and Saturday evenings.

Sunday	17.00-23.30
Monday	07.00-10.00 and 17.00-23.30
Tuesday	07.00-10.00 and 17.00-23.30
Wednesday	07.00-10.00
Thursday	10.00-14.30
Friday	10.00-14.00

The Residential Warden and Welfare Officer is responsible to the Welfare and Pastoral Support Services Manager and will may at times be required to work across all college campuses.

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KEY DUTIES AND RESPONSIBILITIES

- To provide welfare and pastoral care and support to residential students ensuring individual problems are dealt with sensitively;
- To ensure the residential environment is one where students can live and work without disruption within the framework provided by College regulations to include the disciplinary process;
- To organise recreational activities and evening study sessions that help contribute to student outcomes and their wellbeing;
- To run regular student meetings and forums so that student views are heard, considered and acted upon where appropriate;
- To supervise residential students at meal times;
- Induct residential students to their accommodation ensuring that they are clear on all expectations and required protocols;
- To be responsible for all health and safety issues within the designated residential block or area, effectively administer first aid, and to act as fire marshal and to assist in the organisation and conduct of fire drills and evacuations;
- Promote and safeguard the welfare of learners you are responsible for or come into contact with;
- To report issues, concerns and incidents as per designated protocols. Keep an incident and curfew log and ensure protocols are followed for absent learners. Handover report needs to be completed for the day team to ensure all issues are followed up and dealt with;
- To be responsible for the residential block or area ensuring:
 - Litter is kept to a minimum.
 - Notice boards are managed and kept up to date.
 - Fire doors are not propped open.
 - Door closers are not disconnected.
 - Students do not leave items outside their room doors.
- All damage and maintenance needs are logged and reported appropriately;
- Regular patrols of the block or residential area take place;

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- Work with other Welfare and Pastoral team members along with curriculum teams to implement and follow through action plans with 'at risk' students to ensure they can remain on programme and improve their attendance;
- To provide advice and guidance to students on a range of welfare issues including financial support, housing, benefits, health and personal matters.

GENERIC DUTIES

In addition to the tasks outlined above, the post-holder is required:

- To complete all associated organisation and administrative work;
- To remain on campus at all times;
- To ensure the emergency mobile is in working order and returned at the end of the duty period;
- To wear appropriate uniform whilst on duty;
- To attend meetings and performance reviews as directed by the line manager;
- To assist in the management of appropriate administrative systems which meet College requirements and implement action of College policies, e.g. Health and Safety;
- To participate in both internal and external staff development as appropriate;
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health and Safety Procedure;
- To undertake such other duties as may be reasonably required commensurate with the grade of the post.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

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STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for support staff applies.

SALARY

HAY 9 Scale, Points 22-26: £17,486.59 to £19,808.29 per annum.

HOURS

Hours of attendance: 37 hours per week plus sleep-ins, term-time only (38 weeks per year).

The post is term-time only working 38 weeks per year. Holidays must therefore, be taken outside of the terms of the academic year. The post holder may, on occasions, be required to work irregular hours.

Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
Qualified at level 3 or above.	✓	
Experience of working in residential accommodation for young people.		✓
Experience of working with and/or supporting young people/vulnerable adults.	✓	
Understanding of safeguarding and welfare. Completion of relevant training.	✓	
Excellent communication and interpersonal skills.	✓	
Highly responsible, trustworthy and able to work independently.	✓	
Reflective and receptive to new ideas and ways of working.	✓	
Capacity to take ownership and use own initiative to deliver.	✓	
Respectful and able to listen carefully to understand the views of others.	✓	
Ability to remain calm and composed within crisis or challenging circumstances.	✓	
Willingness to learn, develop and put others first.	✓	