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**Job Description**

**Job Title: Residential Support Warden**

**Grade: Business Support: Scale 5 + 15% Shift Allowance**

**Responsible to: Residential Support Manager**

**Introduction**

**The College Group’s Vision and Values are embodied in the following statements:**

1. The acquisition of knowledge which is linked to tangible skills development in a safe learning environment is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. Sparsholt College Group is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College Group is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self-critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College Group is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College Group.

**What will I be doing? (Contribution statement)**

As one of the Residential Support Team you will have responsibility for supporting the residential students, providing an emotionally and physically safe and functional habitation. You will liaise with colleagues in Premises, Student Support and the Curriculum to ensure the holistic wellbeing of residents.

**Main Duties and Responsibilities**

1. Be fully aware of the national minimum standards for the accommodation of students under 18 by further education colleges and the Ofsted inspection framework for inspecting residential provision in further education colleges. To highlight to the RSM any standard where the college may be at risk of non-compliance and to recommend and implement improvements when necessary.
2. Whilst on shift be responsible for student welfare and make referral for specialist information, advice or guidance to the appropriate College Group team.
3. Whilst on shift be responsible for keys and alarms in relation to the halls of residence.
4. Liaise with students and their parents/guardians as necessary, ensuring that all students are fully supported.
5. 100% attendance at regular departmental and whole College Group meetings.
6. Participate in College Group events and student trips, as required.
7. Work with the Residential Enrichment Officer to ensure full compliance with safety, quality and environmental standards and expectations during activities.
8. Contribute to the maintenance and upkeep of the College buildings and grounds to ensure outstanding standards, including acting as building advocate for allocated blocks. Report any defects and maintenance issues in a timely way through the appropriate college systems.
9. At all times model professional behaviour and attitudes to maintain effective communication with students, guardians, stakeholders and colleagues.
10. Participate in internal and external investigations in accordance with the College Group’s Learner conduct and performance policy.
11. Whilst on shift provide a consistent presence on campus to enable students, guardians and colleagues to make contact at all times.
12. Use College Group systems and managerial guidance to record daily residential activity, communications, cause for concern incidents, the breaking of college policies, procedures and national Law, and residential events.
13. Provide written reports as requested by the Residential Support Manager.

**Health and Safety**

1. To comply with and promote College Group Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
2. Ensure the residential areas meet all relevant legislative requirements, including carrying out risk assessments where necessary.
3. To carry out regular fire drills and checks in line with College Group procedures and respond to fire alarms in the Halls.

**Other**

1. Undertake other appropriate duties and responsibilities as may be determined by your line manager, according to the needs of the department.
2. Review this Job Description annually with your line manager through the College performance management scheme.
3. The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA).
4. Ensure compliance with, and implementation of, all College Group policies and procedures. Commit to all team meetings and other College activities.
5. Comply with and promote College Group Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
6. Be flexible to provide cover for colleague’s absence. Participate in duty rota including evening and weekend work.
7. Participate in the College Group performance management and appraisal process and to undertake appropriate staff development and training as required.
8. Maintain effective communication with College staff, students, parents and stakeholders.
9. To attend and support College open days and events as required and ensure a professional and favourable image is portrayed at all times.
10. Undertake such other reasonable duties as may be required and, through the College Group performance management scheme, review this Job Description annually with the Residential Support Manager.

**Job Description prepared:** Date: June 2019

**Agreed by Job Holder:**  Date:

**Approved by Manager:** Date:

**Approved by SLT Member:**  Date:

***Notes***

***This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder.***

***The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved by a member of the Strategic Leadership team.***

# Person Specification/Competency Profile

**Residential Support Warden**

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| --- | --- |
| **skills and core competencies** | How Measured |
| **Technically competent and informed (qualifications and training)**   1. Professional/vocational qualification (Level 3 or equivalent) or willingness to attain. **(E)** 2. Evidence of strong CPD. **(D)** 3. First Aid Qualification. **(D)**  Willingness to obtain. **(E)** 4. Counselling/Youth Work Qualification. **(D)** | Qualification certificate/CPD Log |
| **Experience, knowledge and judgement**   1. Knowledge and understanding of current student issues. **(E)** 2. Experience working with students and or youth groups. **(E)** 3. Evidence of ability to negotiate and organise events and coordinate student activity. **(D)** 4. Applies knowledge in a relevant and practical manner. **(E)** 5. Takes appropriate and relevant information into account before making decisions. **(E)** 6. Knows when and where to use judgement, and when and where to seek guidance. **(E)** 7. Knowledge, understanding and application of Safeguarding legislation and best practice. **(D)** 8. Demonstrate knowledge of dealing with a range of support and disciplinary situations. **(D)** | Application/Interview |
| **Skills and attributes**   1. Can demonstrate track record of maintaining workflow and priorities. **(E)** 2. Understands our core business, strategic priorities, values and client needs **(D)** 3. Competence in common IT packages: Word, Access, Excel and Outlook. **(E)** | Application/Interview  /References |
| **Personal qualities, communicating and relating to others**   1. Enjoys working with young people and can communicate with them well. **(E)** 2. Makes time to think about how best to communicate key messages. **(E)** 3. Ensures colleagues are appropriately involved and informed. Shares knowledge and learning with colleagues. **(E)** 4. Confident and assertive in dealing with difficult situations such as those which require the assertion of boundaries. **(E)** 5. Track record of meeting deadlines. **(E)** 6. Ability to work alone and be self-motivated. **(E)** 7. Ability to demonstrate empathy and a strong commitment to meeting the needs of individual students. **(E)** 8. Can establish and maintain effective working relationships with young people and adults at all levels. **(E)** 9. Commitment to Equality and Diversity - encourages diversity and equality of opportunity, is aware of relevant legislation, the need for impact assessments and implications for the College. **(E)** | Interview/References |
| **Other**   1. Clean driving licence. **(E)** 2. MIDAS minibus training. **(D)** 3. Willingness to use own vehicle for business purposes. **(D)** 4. Ability to work flexibly (evening, weekend and enrolment duty) to meet the needs of the College Group. **(E)** | Sight of Docs/Interview |