**Bangor University**

**Halls of Residences**

**Job description: Senior Warden**

Generally:

* To be responsible for the pastoral care of student residents, the fostering of a supportive community spirit and supporting a positive student experience within the Halls environment.
* To supervise, manage and support Student Residential Mentors.
* To provide on rota, evening/overnight and weekend supervision of the Residences with special reference to Health and Safety procedures and upholding good order and discipline in accordance with agreed practice and procedure.
* In certain emergencies only, to be contactable during the day by email/telephone to provide advice and information to the Head of Residential Life, Residential Support Manager or Assistant Head Warden
* To attend, participate and input into the training programme. Some Training may be in the Working Week, but will be kept to a minimum.
* To have responsibility for particular sites or blocks and provide general cover for all sites on a rota basis when required.
* Hours of duty are usually between 6pm-8am during the working week, 24 hour cover on weekends on a rota and call out basis only, approximately one week a month. A Senior Warden is always required even during the University vacations and summer break.

The duties of the Senior Warden will include:

* To be responsible for the provision of support to Student Residential Mentors in the discharge of their duties on the Accommodation Sites on campus, by attending upon case which cannot be effectively dealt with by residential mentors or security staff. Such cases may include:
  + Medical or mental health emergencies,
  + Major disturbance caused by students.
  + Breaches of University Regulations
  + Supporting mentors in difficult cases
* To establish and maintain good working relationships with Halls staff and Security team.
* At the start of the academic year, to assist Halls staff and Mentors in the induction programmes of new students on site.
* To participate in the recruitment and selection of Residential Mentors.
* To be responsible for the line management of Residential Mentors, and to ensure their satisfactory performance through regular feedback and monitoring. This will include holding weekly team meetings, monthly one to ones and carrying out performance reviews twice a year with the mentors of their halls/blocks.

* To receive and maintain incident reports from Residential Mentors.
* To report to the Halls Office any items of maintenance or disrepair or matters that could affect the health and safety of residents which come to their attention during the course of their duties.
* To provide incident reports on an agreed basis to the Residential Support Manager or Assistant Head Warden
* To liaise with the Residential Support Manager or Assistant Head Warden any cases where disciplinary action is recommended.
* Assist the Assistant Head Wardens in executing one fire drill per semester within their site/block, and to assist generally with other fire drills
* To attend such meetings as required by the Residential Support Manager or Assistant Head Warden to discuss procedures and protocols. (usually once a fortnight – in the evening)
* To attend other training programmes designed for Senior Wardens.
* To liaise with other student support services on particular issues or student cases which are a causes for concern.

Disclosure and Barring Service

As Bangor University meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. DBS checks will be updated every 3 years.