

**Warden Tutor**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB SPECIFICATION** | |
| Title of Post | Warden Tutor |
| Purpose of Role | The Warden Tutor of a residential house at St. Clare's stands *in loco parentis*, and is responsible for:   * The welfare of the students in his or her care * Upholding St. Clare's standards of conduct and behaviour * Encouraging an atmosphere of consideration and international understanding * Ensuring the fabric of the building is maintained * Upholding the good name of St. Clare's.   It is important for a Warden Tutor to support colleagues in other houses and in the classroom, liaising with the personal tutors, Assistant Principal, Pastoral (APP) Vice Principal, Pastoral (VPP) and the Principal as necessary.  The relationship of a Warden Tutor with the students should be modelled on that of a responsible parent with sons or daughters of the same age living at home.  There may be differences of style between one Warden Tutor/Warden and another, but all Warden Tutors are expected to follow the procedures below and College policies as instructed by the Assistant Principal, Pastoral and Vice Principal, Pastoral from time to time, bearing in mind that common sense should prevail since all eventualities cannot be itemised.  While similar to the role of Warden, the Warden Tutor has additional duties and responsibilities which are reflected in different terms and conditions. They are part of the boarding staff group which includes the Boarding Manager and the Wardens. |
| Reporting Structure | The Warden Tutor   * Reports to the Assistant Principal, Pastoral (APP) with regard to specification of duties and contractual matters.   On day-to-day matters contact is more likely to be with other people as follows:   * For evening & weekend duties and activities – the Boarding Manager (BM) * On the care of the house and contents – the Estates Manager & Head of Housekeeping * On contractual terms and conditions of service - the Bursar * On house security - the Health & Safety and Security Manager * For arrangements for relief and holiday cover – APP * For changes in student accommodation - VPP * On medical issues relating to students - the College Nurse * For disciplinary and welfare matters – VPP, APP and the BM |
| Key Responsibilities | Please refer to "Regulations for Warden Tutors” for information regarding duties and hours of work.   1. **Discipline and communication**   A Warden Tutor is responsible for:   1. upholding the College Regulations as notified, in his or her house, and promptly reporting student misbehaviour to the Boarding Manager or Assistant Principal, Pastoral or Vice Principal, Pastoral, as appropriate 2. personally checking that students are in the house by curfew and following extensions to curfew, in line with agreed policy 3. maintaining an atmosphere conducive to study in the house 4. submitting reports on individual students or groups of students as required by the College and specified by the BM, APP and/or VPP 5. attendance at Wardens' meetings at times notified by the APP 6. holding regular house meetings where students are encouraged to share their views on house and College issues that affect them 7. maintaining the house noticeboard(s) with policies, notices and documentation as specified by the APP 8. liaison with neighbours to ensure that they are not unduly disturbed by College students or activities. 9. **Pastoral care and welfare**   A Warden Tutor is responsible for:   1. paying individual attention to the progress and needs and also the difficulties of the students in his or her care and offering help and advice as appropriate and where necessary for communicating with colleagues as appropriate 2. taking appropriate action when a student is sick. Initially, the student should be referred to the College Nurse. Outside her hours, or if the student needs to see a doctor urgently, the Warden Tutor should use '111' for appointments -  and should be recorded, eg. in the house weekly report 3. reporting any emergencies to the BM/Duty Manager (DM), who will call the police if necessary and will inform the APP/VPP. Should a student need to visit hospital outside College opening hours then the Warden Tutor, or BM/DM, should accompany the student and remain with the student as appropriate to his or her age and the seriousness of his or her illness or injuries. In the event of an emergency involving an immediate or on-going risk to persons or property the Warden Tutor may call the emergency services as appropriate; 4. acting in loco parentis. It is desirable that the Warden Tutor will support and encourage the students in his or her house in their College activities, both academic and non-academic, eg. attendance at concerts, plays, orientation events and other events as suggested from time to time by the APP 5. using the house hospitality allowance to entertain students, eg. subsidising house trips to theatre, cinema, restaurants etc. The APP will advise on suitable uses of this allowance. 6. **Domestic**   A Warden Tutor is responsible for:   1. the care of the College house and contents, reporting maintenance requirements, damage etc. to the College to the Estates Manager, the Head of Housekeeping and/or the APP as appropriate 2. liaising with the cleaner as appropriate, especially on student welfare and disciplinary issues 3. instructing the students to keep their own rooms in order, make beds, keep the common room tidy etc 4. encouraging students to take care of College property and to be economical in the use of electricity, fuel and water 5. **Health and safety**   A Warden Tutor is responsible for:   1. complying with all health and safety regulations as notified by the Health & Safety and Security Manager, and in particular ensuring that  * fire exits are kept free at all times * fire drills are carried out at least once each term including one within the first three days of term * fire system testing is undertaken at intervals instructed by the Health & Safety and Security Manager, and fully logged * fire drills are carried out within the first two days of each vacation course * no unauthorised electrical appliances are used by students, the Warden Tutor and/or his or her family * students do not cook in bedrooms or bathrooms  1. reporting any security concerns, eg. window restrictors removed, overloaded sockets, broken locks etc. to the Estates Manager and/or the Health & Safety and Security Manager 2. **Other**   A Warden Tutor is responsible for:   1. assisting other Warden Tutors and Wardens, eg. covering a house if a Warden has gone to hospital with a student, and to co-operate fully with the BM and DM so as to ensure appropriate pastoral care for students and support for colleagues 2. contributing to the CAS activity programme and to the evening and weekend programme coordinated by the BM during the evening and weekend, when on duty 3. ensuring that planned absence of a Warden Tutor from his or her house for extended periods, eg. whole evenings (see "Regulations for Warden Tutors") or days over the weekend, should be agreed with the APP in advance so that appropriate supervision can be organised 4. attending professional development sessions organised by St. Clare's for up to 10 hours per year 5. performing any other duties reasonably assigned by the Assistant  Principal or Vice Principal, Pastoral.   A Warden Tutor is required to comply with conditions and arrangements as detailed in Section 5 of the Agreement for Service Occupancy. |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | *Start date:* September 2017 |
| Place of Work | 139 Banbury Road, Oxford |
| Hours of Work | Up to 26 hours per week (evenings and weekends) |
| Probationary Period | 6 months |
| Notice Period | Not less than one full term’s notice in writing |
| Salary / Pay | £15 000  In addition, accommodation is provided and all meals when students are on site. |
| Holidays | 10 weeks. Holidays are taken when college is closed to students; typically the October half term, Christmas, February half term, Easter and Summer vacation periods. Refer to regulations for Warden Tutor.  Public and bank holidays occurring during school terms may well be working days. |
| Pension | A contributory pension is offered through the College’s group personal pension scheme or an existing personal pension scheme. In all cases the employer pays double the contribution of the employee, up to a maximum of 10% of gross salary. Employee contributions above 5% may be made but do not attract employer contribution. |
| Life Assurance | Death in service benefit is four times annual salary |
| Meal | Meals are provided in the College dining room or the café, whilst students are in residence. |
| Childcare Voucher Scheme | The College currently operates a childcare voucher scheme |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| Education and qualifications | * Good level of education **(E)** * First aid training **(D)** |
| Knowledge, skills and experience | * Good computer skills (email/intranet/reports etc) **(E)** * The ability to communicate clearly and effectively with a wide range of people **(E)** * An interest in and ability to offer activities to students, for example, in the area of sport, drama, music or creative activities **(E)** * Ability to manage welfare and discipline of young people **(E)** * Experience of working with young people (15-19) **(D)** * Experience of pastoral and residential work **(D)** * Experience within an international contexts **(D)** * Understanding of the National Minimum Standards, for young people under 18 in boarding settings **(D)** |
| Personal skills and attributes | * Ability to respond to situations calmly **(E)** * An approachable and caring disposition **(E)** * Ability to use initiative **(E)** * Ability to work in a team **(E)** * Flexible/adaptable **(E)** |

|  |  |
| --- | --- |
| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. **Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment.** |
| Health questionnaire | Satisfactory completion of a health questionnaire. |
| Prohibition order checks | Prohibition order checks will be carried out for all teaching positions and for senior management positions as appropriate. |

**REGULATIONS FOR WARDEN TUTOR**

## **PERIODS OF DUTY**

1. The Warden Tutor shall be required to perform such duties as are determined from time to time by the Employer.
2. The normal periods of duty during the pre-university courses shall be as follows:
   1. during the full academic year, (the dates of terms are available from the Assistant Principal, Pastoral) currently 35½ weeks for pre-university courses;
   2. 6 weeks during the summer courses.
   3. one full day before published Arrival Days and until 10am on the morning after published Departure Days, unless otherwise agreed with the APP;
   4. stay in residence until the published departure time for students at the start of half terms and be in residence from 10:00 on half term arrival days, unless otherwise agreed with the APP;
   5. arrival days during the academic year, from 10.00 onwards and arrival days during vacation period courses from 14:00 onwards.

The Warden Tutor will be entitled to 10 weeks paid holiday per year. The holiday will normally be taken at Christmas, Easter, autumn & spring half terms and up to four weeks during the summer. Dates of holidays are subject to approval by the APP.

1. Warden Tutors willing to be on duty for further weeks beyond those of their contractual responsibility when requested will be paid at their daily rate.
2. It should be noted that a Warden Tutor is not considered to be on duty when a house is used to provide unsupervised accommodation for adults, eg. teachers and alumni.

**HOURS OF WORK**

1. While the following statements stipulate the hours that a Warden Tutor should work, it is expected that he or she will show flexibility and the Employer will show trust in recognition of the fact that dealing with students in a residential situation can make it difficult to adhere strictly to fixed times.

1. Hours of work during the IB & Pre-IB courses:
2. The Warden Tutor will work approximately 26 hours per week (which includes extension weekends and occasional emergency out-of-hours response), with 2 evenings off per week, excluding the two week evenings when assigned to be supervising study or on duty. The Boarding Manager will draw up the rota of evenings off. A Warden Tutor shall ensure, either by posting notices or otherwise, that the students are aware of the times when he or she is available.
3. ‘Core hours’

2 days per week on duty:

Monday - Thursday 18:00 – 21:30 On duty 21:30 – 23:30 In house

Friday 18:00 – 22:30 On duty 22:30 – 24:30 In house

3 other working days:

Sunday – Thursday 21:30 – 23:30 In house

Friday, Saturday 22:30 – 00:30 In house

1. In addition, the Warden Tutor will work a weekend half-day in every 2 (approx 6 hours). This could be to provide supervised study sessions targeting students in need, and/or to arrange events/activities for students.
2. Where students have been granted extensions to curfew, a Warden Tutor is expected to check the students back into the house at the end of the extension period.
3. When on duty, the schedule of duties will be drawn up by the Boarding Manager. In addition the Warden Tutor will also be expected to contribute to the CAS programme, liaising with the head of activities. The APP or VPP may also assign specific tasks.
4. Core hours of work during the summer courses (6 weeks):
5. The Warden Tutor will work approximately 26 hours per week (which includes occasional emergency out-of-hours response). They will be required to work 6 evenings per week, 20:30 – 23:30.
6. On arrival days (normally Sunday), the Warden Tutor should be available from 14.00 onwards.
7. When on duty, the Warden Tutor will liaise with the Summer Deans and the Director responsible for the summer programme regarding the schedule of duties.
8. During duty periods detailed above, a Warden Tutor is required to be in his or her house from curfew until 07.30 the next morning unless otherwise agreed to. During the periods when a Warden Tutor is required to be on the premises, he or she shall be available to students for emergencies but such time shall be deemed not to be working time for the purposes of the Minimum Wage Regulations or the Working Time Regulations. A Warden Tutor is permitted to sleep at any time outside the core hours.
9. Consistent with the above duties and responsibilities, a Warden Tutor may take on other paid employment in the College or outside, provided such employment does not interfere with or hinder their duties as a Warden Tutor. A Warden Tutor must notify the VPP of any employment or full-time study he or she accepts or undertakes between 09.00 and 18.00 on weekdays. A Warden Tutor must consult the VPP before accepting or undertaking any employment or full-time study outside these hours or at weekends.
10. The Employer reserves the right to refuse permission to allow a Warden Tutor to take on any outside work if it would involve an infringement of the Working Time Regulations or if the College feels it would impinge on a Warden Tutor’s ability to discharge his or her duties effectively.
11. A Warden Tutor is expected to be actively involved in the life of the college.

**ACCOMMODATION**

1. A Warden Tutor is required to occupy the accommodation provided for the proper performance of the duties of a Warden Tutor. A Warden Tutor shall be allowed to continue in occupation of the property for periods when not on duty.
2. A Warden Tutor granted permission for leave of absence will be required to vacate his or her accommodation and make it available for a Relief Warden. These arrangements apply to other occupants of a Warden Tutor’s accommodation.
3. Provided always that any changes in arrangements for Warden Tutors’ accommodation shall be subject to the approval and consent of the VPP.

**RELIEF WARDEN ENTITLEMENTS**

1. A Warden Tutor shall be entitled to relief of two 24 hour periods per week during the academic year and one 24 hour period during the summer, running from 07.30 until 07.30 the following day, provided always that any such arrangement shall be agreed in advance with the APP.

1. The Employer will provide cover for periods when a Warden Tutor is entitled to the weekly rest period of 24 hours.
2. If a Relief Warden providing cover is staying overnight the Warden Tutor must either vacate his or her accommodation or provide suitable accommodation for the Relief Warden, which must include a separate bedroom.
3. All arrangements for Relief Wardens and holiday arrangements are to be coordinated with a Warden Tutor’s family and are subject to agreement in advance with the APP.

**REMUNERATION OF WARDEN TUTOR**

1. A Warden Tutor’s remuneration, including any additional payments over and above the basic allowance, will be reduced by 1/52 for each duty week that a Warden Tutor would normally be required to work but for which the Warden Tutor has received the Employer's agreement not to work.
2. A Warden Tutor on duty beyond the normal duty weeks will be paid at their daily rate.
3. A Warden Tutor when on holiday, vacating the accommodation and making appropriate accommodation available for a Relief Warden when requested to do so by the Employer will receive an allowance per week for each week that the Relief Warden is in the accommodation. The allowance will be paid on a pro rata basis for any incomplete week.
4. A Warden Tutor will be paid an allowance for any period of 24 hours that he or she should have taken as relief but was unable to do so because the Employer was unable to provide a suitable Relief Warden. This will be paid at their equivalent hourly rate.
5. Staff pay is reviewed annually by the Governors. Any changes will normally come into effect on 1 September.
6. The Warden Tutor hereby agrees that any sums properly due and owing to the Employer arising out of breaches of the Service Occupancy Agreement shall be deducted from any sums due and owing to the Warden Tutor by the Employer and the Warden Tutor hereby gives authority for such deductions pursuant to Section 13 Employment Rights Act 1996.
7. A Warden Tutor will be paid monthly in arrears. The Warden Tutor hereby agrees that any overpayment in excess of the remuneration entitlement in one month can be deducted from the remuneration payment in a subsequent month or months.
8. A Warden Tutor and his or her children aged 18 and under and his or her partner permitted to reside with the Warden Tutor under the terms of the Service Occupancy Agreement shall be entitled to take meals as offered to students free of charge in the Employer’s catering units. The facilities will be available only when the Employer is providing meals for students during the academic year and major summer courses. No other meals are provided.
9. The costs of heating, lighting, water and fuel for cooking facilities provided on the premises will be borne by the Employer.
10. The Employer will provide the Warden Tutor with a mobile phone or other means of communication which should only be used for work purposes. The Employer will cover the cost of these work related calls. The Employer will also cover rental costs if the Warden Tutor’s accommodation has a land line but the Warden Tutor will be responsible for the payment of any calls made from the land line. If the land line has to be used for work purposes (e.g., there is no mobile reception), then the Warden Tutor should submit an expenses claim to the APP.
11. Staff pay is reviewed annually by the Governors. Any changes will normally come into effect on 1 September.