

ROLES AND RESPONSIBILITIES

SUB-WARDEN

This document outlines the typical duties expected of the post holder, and may be subject to change.

Summary of post:

Sub-Wardens have responsibility to promote social life, to effect discipline and pastoral care, and to handle situations of emergency as and when these arise.

Sub-Wardens are accountable to the Warden of the residence in which they live, and they work under her/his general direction. The ultimate line of accountability is to the Pro-Rector (Education) of the College through the Director of Student Affairs.

Although Sub-Wardens are normally registered full time postgraduate students, or College employees, exceptionally registered full-time undergraduate students are also eligible. All student Sub-Wardens should normally be in “good academic standing” and failure to meet the condition could result in termination of the appointment. At the time of appointment students must have at least three terms of study to complete and employees must have at least a year of their substantive employment contract to run.

Duties and Key Responsibilities:

Sub-Wardens are expected to undertake the following tasks:

- To work with the Warden, Assistant Warden (If applicable) and the other Sub-Wardens on all matters relating to the smooth running of the residence.
- To enforce, with the Wardens and other Sub-Wardens, College and Residence Regulations as may be appropriate, and to ensure compliance with College policy matters relating to student behaviour.
- To serve as a member of the Hall Committee and to play an active part in the social life of the community.
- To liaise as necessary with the Hall Supervisor and other members of the College management and to co-operate as necessary with appropriate College officers on financial, personnel, maintenance and student matters.

Hours

- Sub-Wardens are generally expected to be in residence throughout the three university terms. When in residence, they are expected to work as required by the circumstances at any time of the day or night.
- Sub-Wardens are expected to serve their turn on rotas that operate in most residences during the Christmas and Easter vacations and, in some cases, during Summer vacation as well.
- Absences in term-time may be arranged if these are acceptable to the Warden and agreed with him/her in advance. Continuous absence of more than one week in any one term or cumulative absences in excess of 10 days

are nor normally acceptable.

- In term-time, Sub-Wardens are normally expected to remain in residence over weekends and/or submit to any weekend rota that may exist. However, Sub-Wardens may be absent at weekends by arrangement with the Warden provided that constraints mentioned above are adhered to.
- Whilst acting as the 'Duty Warden', the Sub-Warden must remain on-site and act as 'Fire Co-ordinator' for the hall (see Health and Safety).
- If not on duty but on-site, the Sub-Warden is expected to act as a 'Fire Marshall'. All wardening staff will be expected to wear a high-visibility jacket (provided) and react appropriately in the event of a fire alarm.

Appointment, Extension and Termination

- Appointments are normally made by a panel consisting of the Warden of the Hall as Chair, the President of the Student Union or his or her nominee, plus another Warden from a different hall and (at the Wardens discretion) another member of the wardening team. Appointments are made for a period of one year in the first instance but may be extended up to a maximum of 4 years in exceptional circumstances.
- Every effort will be made to find an alternative wardening position for a Sub-Warden whose hall is subject to closure or redevelopment.
- In order for an appointment to be extended, the eligibility criteria must continue to be met. During the first year of appointment, performance and conduct will be reviewed periodically and if the general expectations of the role are not met then the tenure will be terminated. Subsequent performance reviews may take place during the term of appointment.
- Sub-Wardens who wish to leave during their period of appointment are required to give at least 8 weeks' notice. The College may give 8 weeks written notice of termination. The College reserves the right to require Wardens not to attend work or not to undertake work during all or part of the notice period. In the event of dismissal for misconduct or conduct prejudicial to the interests of the College, Sub-Wardens may be dismissed without notice.
- Where possible, Sub-Wardens should normally leave their appointment between term times.
- If a Sub-Warden ceases to be an employee (other than as Sub-Warden) or full time registered student of the College, his or her appointment as a Sub-Warden will automatically cease. It is important that the Warden and College is informed by the Sub-Warden as soon as it is known that there will be any changes in his/her College status. Failure to do so will be taken as a breach of the condition of appointment. At the discretion of the Pro-Rector (Education) or Director of Student Affairs, consideration will be given to permitting the Sub-Warden's appointment to continue for up to a maximum of eight weeks in which time it is expected that he/she will regain status as an employee (other than as Sub-Warden) or a registered student of the College.
- Please note that as this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory (enhanced level) Criminal Records Bureau Disclosure will be required for the successful candidate.

Transfer Between Halls

- Although members of the wardening team in one Hall may apply for vacancies in another, movements within the system are not normally encouraged. In the case of transfers, the minimum period of notice

determined above must be rigidly adhered to. The Warden of both Halls must be informed at the earliest opportunity.

Grievance and Disciplinary Procedure

- In the event of a Sub-Warden raising a grievance or being involved in a matter requiring disciplinary action against him/her, the Warden shall be responsible for hearing a case and determining any necessary action.
- Appeals against the decision of the warden may be heard by the Director of Student Affairs or his/her nominated representative.

Health and Safety

- Sub-Wardens have a duty to take reasonable care of their own health and safety and that of the occupants of the Hall.
- The Health and Safety manual contains a draft policy on First Aid, which outlines the general responsibilities.
- When acting as 'Duty Warden', the Sub-Warden is expected to remain on-site for the duration of their shift and act as the 'Fire Co-ordinator' during a fire event. If not on duty but on-site, the Sub-Warden is expected to act as a 'Fire Marshall'. All wardening staff will be expected to wear a high-visibility jacket (provided) and react appropriately in the event of a fire alarm.
- It is a condition of service that all wardening staff attend the 'Fire Prevention and Fire Safety At Work' and 'Fire Wardens & Fire Co-ordinator Training' (where appropriate) sessions as directed by their Hall Warden.
- It is a condition of service that all Wardens attend and pass a First Aid training course and take refresher courses when required. Renewals of appointment will only be offered when this requirement has been fulfilled.
- In order for a full evacuation of a hall of residence to take place, it is essential to have a robust fire and emergency management system. The Hall Supervisors (during their working hours) and Wardens, Assistant Wardens and Sub-Wardens (outside College business hours) are best placed to provide guidance and support during fire events. Their knowledge of occupants, the building and daily life will be invaluable to the occupants, the Imperial security team and any attending emergency services in the event of an emergency.
- When designated as the 'first-responder', the 'Duty Warden' is expected to remain on-site for the duration of their shift and act as the 'Fire Co-ordinator' or as a 'Fire Marshall', as appropriate, during a fire event. If not on duty but on-site, all other members of the wardening team are expected to act as 'Fire Marshalls', to wear a high-visibility jacket (provided), and to react appropriately in the event of a fire alarm.

Accommodation

- Rent-free accommodation is provided for Sub-Wardens in the relevant Hall. This includes free heat, electricity and gas (if provided). The Sub-Warden is responsible for the cost of private telephone phone calls. The Sub-Warden will be required to sign an accommodation agreement and occupation will be limited to the tenure of office as Sub-Warden.
- The College reserves the right to move the Sub-Warden's accommodation from that specified at the time of appointment to other reasonably equivalent space.
- The Sub-Warden may, in consultation with the Hall Supervisor, install in the

accommodation provided such items as built-in cupboards and wall cupboards at his/her own cost. However, at the end of the term of office, no furniture or furnishings should be removed from the accommodation unless permission is given by the Hall Supervisor.

Council Tax

- The College has declared itself the “liable person” for payment of the Council Tax for Warden, Assistant Warden and Sub-Warden (where an employee) accommodation. The College will therefore pay the tax directly to the local council.

Status & Remuneration

- As a registered charity, Imperial College considers Wardens, Assistant Wardens and Sub-Wardens to be 'Voluntary Workers' in accordance with Section 44 of the National Minimum Wage 1998, and will not receive monetary payments or benefits in kind for carrying out their duties.
- In order to carry out these duties effectively, they will be required to sleep in accommodation provided by the College and will be expected to respond when called upon.

Data Protection and Privacy

- Sub-Wardens hereby authorise the College in accordance with the Data Protection Act 1998 and any regulations made under it to hold and otherwise process personal data including (without limitation) sensitive personal data relating to them.
- Sub-Wardens agree to comply with the College's policies in force from time to time regarding the use of equipment provided for use in the normal course of their activities.

QAAC March 2012 (Updated March 2013)