



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



Warden

Statement of Responsibilities

Key Tasks

- To provide leadership amongst the student residential community
- To support the School's equality and diversity commitment
- To oversee and take a lead role in welcome receptions within the Hall to ensure that all new students are greeted on or soon after arrival.
- To review the effectiveness of emergency evacuation procedures and act on matters of student noncompliance.
- To be available for a minimum of two days a year, normally at the beginning of the academic session, to attend development events in the areas of Pastoral Support (which includes development and support training for Sub-wardens), Health and Safety, Fire Safety, Hall administration, etc.
- To monitor the activities of the Hall Committee and to maintain oversight of Hall Committee activities, including their finances.

Pastoral Support and Welfare

- To be available, during specified office hours, to discuss problems and other matters with students who wish to consult them.
- To refer students, when appropriate, to the School's pastoral support services or external agencies.
- To seek advice from the professional services within the School.
- To manage the response to incidents and emergencies relating to health, safety and general wellbeing of students and to liaise effectively with Head of Residential Life, the Deans and School support services, where appropriate and within existing procedures.
- To conduct fire drills on a routine basis
- To ensure that incidents are recorded and escalated for monitoring purposes
- To manage discipline in Halls in line with the School's Disciplinary Procedures for Students and Hall Codes of Conduct – referring more serious disciplinary issues to the Deans.

Communication

- To maintain an approachable manner at all times.
- To communicate effectively with students as representatives of the School in both formal and informal settings.
- To produce written reports to the Deans for disciplinary hearings and where necessary, to attend such hearings.
- To write reports for incidents that need to be taken to external agencies.
- To communicate regularly with the residents and Residential Services staff to ensure the smooth running of the residence.
- To communicate clearly, calmly and assertively in the event of incidents.
- To ensure that any security concerns / incidents which are recorded and reported as soon as possible to the Head of Residential Life. To communicate with external agencies (police, etc) in the event of incidents.
- To maintain a good disciplinary environment for the quiet enjoyment of all students in halls and also promote good relations with the local community.



Liaison and Networking

- To organise and lead regular meetings within the hall of Sub-wardens, Hall Committee members and support staff to review matters of concern.
- To attend the termly meeting of the Residences User Group and Warden meetings.

Service Delivery

- To take part in the out-of-hours roster duty rota of the residence and organize Subwardens¹ taking part in the ensuring an appropriate level of cover at all “out of hour” times.
- To conduct routine test emergency evacuations and to provide a follow up report and actions.
- To produce an Annual Report for each academic year.
- To organise welcome events for new and continuing students.
- To manage the Resident Warden's Budget.

Teamwork and Motivation/Team Development

- To participate in the recruitment, training and management of Sub-wardens across the residences, including maintenance of leave, sickness and absence.
- To support Wardens in other residences and to cover leave arrangements.
- To attend and actively contribute to training sessions on relevant topics.

Knowledge and Experience

- Wardens are expected to acquire and develop a good general knowledge of the School.
- Keep up-to-date with developments in pastoral support initiatives being undertaken throughout the School and externally, and be aware of support services available.
- To acquire a good general knowledge of the local support services to the residence (e.g., GP practice or primary care services).

Other

- The post holder is required to minimize environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.
- To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Key Attributes

- Knowledge of LSE and understanding of School processes and procedures.
- An empathy with the internationally inclusive ethos of the School.
- Knowledge and understanding of other student support services and an awareness of the role of local external agencies.
- Awareness of developments in pastoral care initiatives being undertaken throughout the School and externally.
- Awareness of when issues should be considered under the School's disciplinary procedures for students.
- A demonstrable commitment to upholding the School's equality and diversity commitment.
- Able to maintain an approachable manner at all times.
- Evidence of effective communication with School services.

¹ Subwardens are present in all LSE halls. Alternative roles are present in Lilian Knowles House, King's Cross, Westminster Bridge and University of London halls. Please see local noticeboards in these halls for more details.



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- An ability to maintain a good disciplinary environment for the quiet enjoyment of all students in halls and thereby promoting good relations with the local community.
- Good rapport with students and genuine concern for their welfare.
- An understanding of the importance of being supportive to students who are experiencing personal problems or difficulties.
- Ability to direct students to the most appropriate source of assistance or advice.
- An understanding of when issues should be referred to professional / external support services.
- Able to work effectively with colleagues and have an ability to build hall community.
- Possess excellent verbal and written communications skills. Able to produce concise reports for senior officers of the School.
- An ability to work with other colleagues from various parts of the School in order to foster a vibrant and supportive Hall community.
- Evidence of leading/working as part of a team, particularly where team members have other significant responsibilities.

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