
Residence Tutor

Role Description

As a volunteer, you will assist in ensuring the provision and delivery of an effective system of pastoral care and welfare for students resident on the Aston campus, and the maintenance of good order in the residences. This role is only available to doctoral students enrolled on a full or part-time programme of study at Aston University.

Responsibilities

- Providing pastoral support to individuals and groups of students within Residences.
- Taking action as appropriate to maintain good order within residences and responding to any acts of antisocial behaviour.
- Reporting to and liaising with the Residence Reps, keeping them informed of any issues.
- Referring students to appropriate services such as Student Support and Counselling.
- Visiting and providing support to students who are unwell.
- Keeping the Senior Residence Tutor informed of any students presenting 'in crisis' or giving cause for concern.
- Contributing to the out of hours rota by providing cover between the hours of 5pm - 8am weekdays and between 4pm and 9am throughout weekends as required. Duty times may vary according to need, therefore flexibility is required.
- Provide operational support to Unite Students and Security Services as required and as necessary to support students and ensure the smooth running of the residences.
- Maintaining accurate records of all incidents.
- Participating in the induction of students to campus.
- Work closely with relevant support staff in the University, Security, Unite Students and Student Union to ensure appropriate referral of students.
- Undertaking training as appropriate in order to carry out the role effectively.
- Undertaking other tasks as may be required from time to time, as directed by the Senior Residence Tutor or Deputy.
- Help with the planning and delivery of information campaigns/social events relating to residence life and general well-being.

Person Specification

Essential		Method of Assessment
Experience	<p>Experience of working in a team</p> <p>Experience of working with students</p>	Application and Interview
Aptitude & Skills	<p>Excellent listening and communication skills and the ability to respond appropriately to a crisis.</p> <p>The ability to deal effectively with multiple tasks and priorities</p> <p>The ability to work on your own initiative or as part of a team</p> <p>The ability to maintain strict confidentiality in accordance with existing policy</p>	Application and Interview
Other	<p>A relevant connection to the University, either as a member of staff or registered as a postgraduate student</p> <p>The right to work in the UK</p>	Application
Desirable		Method of Assessment
Experience	<p>Experience of working in a similar capacity in this or another University</p>	Application and Interview

Terms and Conditions

The Residence Tutor role is only open to doctoral students registered on a full or part-time programme at Aston University. You are allowed to have other roles/employment (provided this does not interfere with your RT duties) or work for the University as a supervisor/lecturer alongside your studies but the principal reason for your attendance at Aston must be your doctoral studies.

This post is offered on a fixed term basis of one academic year, with a view to extend for two subsequent years subject to both parties consent and your eligibility. A maximum term of 3 years is possible.

This post is residential and the successful applicant will be provided with campus accommodation at a substantial discount. You will be provided with a self-contained flat with en-suite facilities and a kitchen/living area at approximately 90% reduction from the market rate.

Residence Tutors are required to cover at least one shift per week on average.

Flexible working is required.