

Job Description for Director of Student Welfare

THE ROLE

The role of Director of Student Welfare involves a component of teaching. All teachers at Li Po Chun United World College share responsibility for the quality of teaching and learning in the school.

The status of the teacher as a professional with high order knowledge in the discipline(s) taught underpins the duties of the position. Teachers at the College are required to be highly professional people who should indicate the highest standards of preparation for teaching and learning, punctuality and student management. The building of a positive relationship with students and colleagues is a requirement, as is the expectation that all teachers will work to enhance the mission and values of the United World Colleges movement, as well as the development plan of the College.

The Director of Student Welfare is directly responsible to the Principal and is a member of the Focus Team, a group which meets regularly with the Principal to co-ordinate the management of the College. The Director of Student Welfare often serves as Acting Principal when the Principal is called away from the campus, both during term and non-term time.

In addition to duties shared by all teachers and tutors, the Director of Student Welfare has overall responsibility for the quality of students' welfare through the following facets of the position:

1. Director of Student Welfare

To ensure consistency of practice in the residences, the Director of Student Welfare chairs periodic meetings of the four Heads of House. The Director of Student Welfare may or may not be a Head of House depending on overall workload. The agenda for meetings starts with the allocation of new first years to dormitories, and includes reviewing house procedures, co-ordinating whole-College social outings, co-ordinating end-of-semester and short holiday procedures, and practical issues of furnishing and discipline.

The Director of Student Welfare organizes staff duty rosters for emergency phone and short holiday covers and other duties that might need to be performed during the academic year.

The Director of Student Welfare handles house disciplinary matters that go beyond the revoking of House privileges, but which fall short of expulsion. A manual of practice exists of the conduct for the residences.

For longer holiday when students are expecting to leave the College, the Director of Student Welfare is responsible for organising adequate living conditions for those unable to go home/travel.

2. The Wellbeing Programme Co-ordinator

The College has developed a wellbeing programme within which residential tutors support the students during their time in College. Special "change of pace" (COP) days and afternoon sessions are set aside which focus on key elements of students wellbeing such as good sleep and nutrition. The Wellbeing

Programme Co-ordinator organises these special sessions, which are compulsory for first year students. Second year students participate voluntarily or act as facilitators. A number of staff have a special interest in this area and help deliver units of the broad life-skills programme.

The Wellbeing Programme Co-ordinator, in collaboration with the Director of Studies and tutors, sets the guidelines for tutors in terms of how often, and for what purpose, they should meet their tutees. This may include convening meetings of all residential tutors if required.

Established practices are written up in the College handbook.

The Wellbeing Programme Co-ordinator also acts as a first line of support for tutors, along with the relevant Head of House, in complex cases requiring student counselling, and is responsible for the induction of new staff to the support system of the College.

3. Other Duties

Student Consultative Council (SCC)

Students elected from each residence and from each macro-geographical region meet regularly with a member or members of the Focus Team to discuss longer term issues of student welfare and College policy which may affect students. The Director of Student Welfare/ Wellbeing Programme Co-ordinator usually attends SCC meetings together with the Principal.

Liaison with the College Nurses

The Director of Student Welfare liaises with the College nurses with a view to anticipating and preventing health problems. The Nurse also needs support in terms of knowing what kind of advice she is expected to give students, issues of confidentiality, and occasionally in coping with argumentative or difficult students.

Liaison with the College Counsellors

The Director of Student Welfare liaises with the College counsellors re: mental health issues of individual students and/or general wellbeing of the larger community.

Catering

A food committee meets periodically to provide student and staff feedback to the caterer and to plan special events for which there is a budget. As food and diet are central issues for student wellbeing, the Director of Student Welfare has an open invitation to attend meetings of this committee.

Miscellaneous Tasks

As a senior member of the staff, the Director of Student Welfare may be delegated other administrative tasks from time to time by the Principal, such as assisting with the annual student selection process of the Hong Kong UWC Selection Committee.

Dr. Spencer A. Fowler
Principal
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