

RESIDENTIAL MENTOR POSITION



The College

Founded in 2015 as the first UWC in the mainland of China and the 15th in the world, UWC Changshu China offers a challenging and transformative educational experience in a multicultural environment. Co-curricular programmes and community living provide excellent opportunities for experiential learning. Students are encouraged to live up to UWC values of international understanding, mutual responsibility and respect, idealism, action and personal example. Students develop understanding and skills for conflict resolution and to address issues of sustainability.

At UWC Changshu China, 580 students from over 100 countries and regions live in 11 houses. Each house is comprised of 52 students or so from three-year groups. The residential life is exciting and dynamic, and is an integral part of UWC education. UWC Changshu China aims to provide a safe, challenging and rewarding learning environment for all students who are taken care of by Heads of House, Advisors, and other staff.

It is not always easy for students from different social, economic and cultural backgrounds to live together, with most of them far away from home. However, it's in this environment, students learn to embrace diversity, build cross cultural understanding, better manage time, deal with stress, care about others and

grow a sense of responsibility for the community. The strong bonding between the students and staff members make the residential life an enjoyable experience. They engage in a wide range of social and cultural activities. They also develop lasting memories and lifelong friendships.

The Post

The College is looking to appoint full-time Residential Mentors to start in August 2023.

The purpose of the Residential Mentor (RM) is to promote a safe, healthy, inclusive, and mindful environment with the reassuring presence of adults. Residential Mentors support the school in meeting our responsibility for Duty of Care. RMs will provide general support for student well-being and health and safety. RMs are expected to support and uphold the aims and policies of UWC CSC through example, attitude and a genuine interest in the well-being of the students. RMs contribute to the life of the school and are expected to be strong role models with whom the students can relate in a positive way. RMs respond to emergency situations related to students' well-being and safety when approached by students or upon discovering an emergency whilst on duty. RMs are expected to build positive relationships with students and support the UWC CSC code of conduct being upheld.

RMs report to the Head of Residential Program, working collaboratively with Heads of House and Vice Principal for Student Life. For emergency situations, the RMs report directly to the Head of Residential Program and Vice-Principal for Student Life.

Skills and Competencies

The Ideal RM should:

- Fluent in both English and Chinese;
- Have English language proficiency in performing their duties and communication stakeholders;
- Have effective communication, listening, organization skills;
- Have a good understanding of developmental, social and emotional needs of adolescents.
- Be able to work as a member of a team;
- Have an awareness of the Safeguarding and Child Protection policies, procedures, and practices;
- Have recognized First Aid qualification or the demonstrable willingness to complete one immediately after an appointment;
- Have an understanding of Health and Safety practices, e.g., fire evacuation procedures, accident reporting, and awareness of basic food hygiene;
- Have cultural awareness and sensitivity when working with young people and colleagues.
- Have training/experience in education and/or social work

Specific Job Description

Roles and Responsibilities

The Residence Mentors will play an important role in the residential and educational life of CSC students and provide a reassuring adult presence on campus and in the residences.

They will support the HoH and Advisors in ensuring the safe and healthy functioning of residences, and the well-being of our students. They are a valued and important part of the residential life who will know, support and advise students at the college.

- To report to the Heads of House and Head of Residential Life or the Student Life Office:
 - Any Violation of the Major Rules.
 - Students requiring medical care or hospitalization.
 - Any challenges and successes whilst on duty.
- To consult with, to keep informed and to apply the directions of the Head of Residential Life;
- To maintain confidentiality in all matters related to the students.
- Any other reasonable duties assigned by the Head of School or Vice Principal (Student Life)

Community Building

- Build and foster relationships to create an environment of trust and mutual respect;
- To contribute to community building by being the reassuring presence for young people, especially around quiet time and curfew time, and create a sense of community
- To foster trust, respect and caring attitudes to enable students to become independent and responsible thus helping them to cope with residential life;
- To support evening activities including Zhixing and House activities and help monitoring where necessary.

Community Norms

- To be available to the students during RMs hours of work, taking care of their general well-being, helping to develop and maintain a good standard of conduct and positive living environment
- To monitor and apply the rules and expectations established by CSC for residential life and communicate transgressions with the Head of Residential Life.
- To adhere to school guidelines and policies for the appropriate management of students
- To monitor and check each house after night check to ensure quiet time and curfew is respected

Health and Safety

- To foster a safe physical and emotional environment for the students in their care;
- To support and supervise assigned student evening social events;
- To respond to medical emergencies and escort pupils as needed to hospital, clinic, Health Centre etc.
- To support safety checks as and when necessary;
- To respond to emergencies following established school policies and procedures.
- To support Heads of House, Advisors on duty, and Weekend duty staff for night checks and search for missing student when necessary.
- To maintain accurate records using the school management system; and to report the misconduct of students to the Head of Residential Life while informing Heads of House, following Incident Report Policy.

Hours of Work: 17:00-01:00

- Fridays, Saturdays, and three other nights of mutual agreement each week.

- Walk through all residential blocks and all floors to perform Duty of Care.
- When on duty, RM are required to attend meetings with the Head of Residential Life when called.
- Face-to-face meetings with Heads of House/Head of Residential Life/Student Life office.

How to apply

The school offers competitive compensation packages commensurate with qualification and experience. The school is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, national origin, age or disability.

Please email the following to jobs@uwcchina.org and indicate the position that you are applying for in the subject line of your email:

Address: No.88 Kunchenghuxi Road, Changshu, Jiangsu, China

- Cover letter
- Curriculum vitae (with three references)

Safeguarding Statement

UWC Changshu is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.