



| PASS Leader | |
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| Job Title: | PASS Leader |
| Reference No: | |
| Reports to: | PASS Supervisor |
| Responsible For: | N/A |
| Grade: | |
| Working Hours: | 2.5 hours/week Term Time |
| Faculty/Service: | Student Journey |
| Location: | City Campus and St Peter's Campus as required |
| Main Purpose of Role: | <p>Peer Assisted Study Session (PASS) Leaders work with course specific students in their first year of study at the University of Sunderland. They will facilitate study sessions online via virtual facilitation which allows students to explore course content in a relaxed environment where they can be supported by a peer. Leaders will help students develop their understanding of course related content as well as academic or practical skills.</p> <p>The role of a PASS leader is to be supportive and encouraging, and provide a safe space for students to explore their course content to gain a deeper understanding. This role is part of a scheme to increase the confidence and attainment of students and aiding them in the transition into Higher Education.</p> |
| Key Responsibilities and Accountabilities: | <ul style="list-style-type: none">- To arrange weekly study sessions online and be prepared to discuss content covered that week within first year taught sessions.- To facilitate group discussion and encourage students to question content and articulate any difficulties in order to deepen understanding- To be flexible in engaging with content that students wish to discuss during sessions, but equally prepared to explore other relevant content should students not provide their own topics of discussion- To develop session plans and reflective notes to discuss at debriefs, as well as session evaluations- To maintain accurate and detailed records of attendance for each session- To feed back to the PASS supervisor on progress of sessions and evaluate the impact of the scheme- To undertake ongoing training and contribute your ideas to the expansion of the role and PASS community. |
| Special Circumstances: | This role is during term time and exam/assessment periods. The role is initially expected to be online-based, with scope to develop into face to face delivery depending on circumstances. |



Part 2A: Essential and Desirable Criteria

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| | Essential |
| | Qualifications and Professional Memberships: <ul style="list-style-type: none">- Successful (predicted) completion of first year of study of specific courses chosen for the PASS scheme (BA (Hons) Education Studies, BA (Hons) Film Production or, BSc (Hons) Sport and Exercise Sciences, BSc (Hons) Biomedical Sciences or BA (Hons) Business and Management) at the University of Sunderland- Commitment to undertake training prior to starting the role (to be discussed and delivered remotely using a range of methods) |
| | Knowledge and Experience: <ul style="list-style-type: none">- Knowledge of the structure, assessment types and learning outcomes on year 1 of one of the following courses – BA (Hons) Education Studies, BA (Hons) Film Production, BSc (Hons) Sport and Exercise Sciences, BSc (Hons) Biomedical Sciences and BA (Hons) Business and Management- Knowledge of learning resources and support available to students at UoS and how to access them- Ability to work productively, drive engagement and demonstrate digital literacy during PASS sessions via online delivery formats.- |
| | Desirable |
| | Qualifications and Professional Memberships: <ul style="list-style-type: none">- N/A |
| | Knowledge and Experience: <ul style="list-style-type: none">- Awareness and understanding of different learning styles- Awareness of wider issues that students may face- Experience of mentoring or coaching- The ability to engage with others to motivate, aid learning and encourage participation to ensure the desired interactions between PASS participants.- A proficiency at thinking and coming up with solutions |

Part 2B: Key Competencies

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| Competencies are assessed at the interview/selection testing stage | <ul style="list-style-type: none">- Excellent verbal and written communication skills with people from a range of backgrounds |
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| | <ul style="list-style-type: none">- Confident use of IT systems to deliver PASS sessions, signpost, evaluate and record sessions- Efficient organization and record keeping skills- Positive, flexible and empathetic approach to problem-solving and support provision- Reliable and punctual- Committed to the development of the role of PASS leader |
| Date Completed: | 11/6/2020 |