



PASS Leader	
Job Title:	PASS Leader
Reference No:	
Reports to:	PASS Supervisor
Responsible For:	N/A
Grade:	National Living Wage
Working Hours:	Minimum of 2.5 hours/week Term Time + additional in year training
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 <i>weekly study sessions</i> with another PASS leader via online (Microsoft Teams) and face-to-face (classroom based) delivery, 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 aid 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 face to face 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:	<p>This role is during term time and exam/assessment periods. Applicants should be in good academic standing and should not be undergoing an investigation for Academic Misconduct, Student Disciplinary Procedure or Fitness to Practice. <i>If applicable, this must be declared at the application stage.</i></p>



Part 2A: Essential and Desirable Criteria

	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: BSc (Hons) Biomedical Sciences, BSc (Hons) Computing, BSc (Hons) Cosmetic Sciences at the University of Sunderland- Commitment to undertake training <u>on 6th, 7th, and 8th September online, and 13th, 14th, 15th September on campus.</u>
	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- 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

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- Confident use of IT systems to deliver PASS sessions, signpost, evaluate and record sessions- Efficient organization and record keeping skills
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- 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:

14/2/2021