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| **PASS Leader** |
| **Job Title:** | PASS Leader |
| **Reference No:** |  |
| **Reports to:** | PASS Supervisors |
| **Responsible For:** | N/A |
| **Pay:** | £11.44/hour |
| **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:** | 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 *weekly study sessions* with another PASS leader allowing students to explore course content in a relaxed environment where they can be supported by their peers. Leaders will help students develop their understanding of course related content as well as academic or practical skills.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. |
| **Key Responsibilities****and Accountabilities:** | * To plan and deliver weekly study sessions and be prepared to discuss content covered 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
* 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 Supervisors 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.
* To update PASS Canvas spaces with relevant resources and publish a weekly Canvas announcement to encourage attendance at sessions
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| **Special Circumstances:** | This role is during term time and possibly 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. ***If applicable, this must be declared as soon as possible.***  |

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| Part 2A: Essential and Desirable Criteria |
|  | ***Essential*** **Qualifications and Professional Memberships:** |
| * Successful (predicted) completion of first year of study of one of the following courses at the University of Sunderland
* BSc Computer Science
* BSc Game Development
* BSc Cyber Security and Digital Forensics
* BSc Psychology
* BSc Psychology with Counselling
* BSc Forensic Psychology
* BSc Clinical Psychology
* IFY Psychology
* BSc Biomedical Science
* BSc Physiological Sciences (only for students who do not have a placement in year 2)
* BSc Occupational Therapy
* BSc Sports and Exercise Science
* BSc Sports Coaching and Physical Education
* BA Business and Management
* BA Business and Financial Management
* BA Business and Marketing Management
* BA Business and Humans Resources Management
* BSc Criminology
* BSc Professional Policing
* Commitment to undertake in-person on campus training week beginning 2nd September 2024prior to starting the role.
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| Knowledge and Experience: |
| * Knowledge of the structure, assessment types and learning outcomes on year 1 of one of the relevant courses courses.
* Knowledge of learning resources and support available to students at UoS and how to access them.
* Ability to work productively with others to drive engagement.
* Demonstration of digital literacy skills and good working knowledge of University systems including Canvas, Teams and Outlook.
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| ***Desirable*** ***Qualifications and Professional Memberships:*** |
| * N/A
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| **Knowledge and Experience:** |
| * 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.
* Experience of problem solving and proven adaptability in the workplace.
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| Part 2B: Key Competencies |
| **Competencies are assessed at the interview/selection testing stage** | * Excellent verbal and written communication skills with people from a range of backgrounds
* Confident use of IT systems to maintain accurate records.
* Efficient organization skills
* Positive, flexible, and empathetic approach to problem solving and support provision
* Reliability and punctuality
* Motivation and commitment to the development of the role of PASS leader
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| **Date Completed:** | 08/01/2024 |