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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 |
| **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. |
| 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. |
| ***Desirable***  ***Qualifications and Professional Memberships:*** |
| * N/A |
| **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. |
| 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 |
| **Date Completed:** | 08/01/2024 |