Peer Assisted Study Session Leaders  
(PASS Leader)  
Job Description

**Department / Section:** Directorate of Learning and Teaching

**Job Title:** Peer Assisted Study Session Leaders  
**Location:** Ipswich  
**Grade:** 3, £10.18 per hour inclusive of holiday pay  
**Contract status:** Typically, 2 hours a week over 12 weeks in the academic year 2019/20  
**Reporting to:** PASS supervisor

**Job Purpose:**

1. The PASS leader role is to plan and facilitate study sessions which support learners studying the same subject at a lower academic level. These facilitated sessions support students in attaining academic subject understanding and academic literacy development.

2. The role of the PASS leaders is **not to re-teach** subjects or provide specific assignment answers, but to provide an active learning space in which attendees can consolidate knowledge, and to provide support and motivate attendees.

3. The PASS Leader will closely collaborate with course teams to create timely interventions/activities based on lecture/seminar reviews.

4. PASS Leaders will also have an opportunity to contribute to student engagement by writing/videoing blog posts, sharing tips, hosting drop-ins and have an opportunity to shadow staff within the Department of Library and Learning Services.

**Main Duties & Responsibilities:**

1. To undertake mandatory PASS Leader training

2. To work in partnership with course teams and the Directorate of Learning and Teaching to understand and maintain awareness of inclusivity, and potential challenges facing new university students, and course subject areas.

3. To develop and lead weekly scheduled PASS sessions with a specific group of students, as part of a programme agreed with the PASS Supervisor and Course Academics. (This would typically be one hour per week.)

4. To facilitate group discussion and to encourage articulation of any issues, concerns or positive experiences around the academic subject area, learning or study skills support.

5. To develop and maintain session plans, registers and reflective notes on the outcome of each PASS session, and to submit these records to the PASS supervisor.

6. To feed back to the PASS Supervisor on the progress of PASS sessions, and evaluate the impact of the scheme, helping to ensure the scheme reflects the needs of and the University of Suffolk's wider learning community.

7. To undertake initial and ongoing training for the role of PASS Leader, and to contribute to the growing resources and PASS community at Suffolk.
8. To undertake student engagement activities, such as creating twitter and blog posts and promoting PASS to learners.

**Selection Criteria**

Candidates will be assessed against the following essential/desirable attributes:

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<tr>
<th>Education and qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• Successful completion of the first year of study on an undergraduate degree at UoS degree within the specified course.</td>
<td>• Knowledge of the structure and learning outcomes for the specific course(s) on which you are a PASS leader.</td>
<td>• Awareness and understanding of difference learning preferences.</td>
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<td>• Progression onto the second or third year of study on an undergraduate degree at UoS degree within the specified course.</td>
<td>• Knowledge of the various support and learning resource services available to students at Suffolk, and how to access them.</td>
<td>• Awareness and understanding of wider pastoral issues which may arise.</td>
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<td>• Be committed to undertake mandatory paid training for this position.</td>
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<td>• Experience of mentoring or coaching.</td>
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Skills

- Excellent written and spoken communication skills.
- Confident use of Microsoft Office. Confident in using social media and email to communicate with students.
- To know where to signpost learners to if issues arise.
- To evaluate and record your work and PASS sessions.
- Methodical approach to planning and recording (session records and evaluation).

Attitude

- Positive, flexible and empathetic approach to problem solving and support provision.
- Reliable and punctual.
- Engaged with the development of the Directorate of Learning and Teaching and the University of Suffolk.
- Committed to the Equal Opportunities Policy, and the ability to promote this in this role.

Mock Situation and Training

The jobs roles will be allocated based on your response to the outlined mock situation and the successful completion of mandatory PASS Leader Training.

PASS Leader training will take place across two Wednesday afternoons, which you will be invited to dependent on satisfactory response to the mock situation task.

The training will provide elements on facilitation, session design, coaching and opportunities for feedback and give you an opportunity to meet other PASS Leaders. Resources for further reading or development will also be provided through the PASS LibGuides Page: https://libguides.uos.ac.uk/pass.

Please note: Candidates must successfully complete PASS Leader training to confirm a place on the pool and be offered any work.
Appointments

Successful candidates will be offered a place on our ‘pool’ of PASS Leaders and will work as
and when required on a ‘sessional’ basis for 12 weeks during the academic
year. Each session will be for 2 hours which includes a 1-hour PASS session and a
further 1-hour for preparation and reflection. The rate of pay for this work is currently
£10.18 per hour, inclusive of holiday pay. All PASS leaders will be expected to
actively contribute to the development of the PASS community, by contributing to the
running and promotion of PASS, as well as facilitating group sessions.

Payment will be dependent on the completion of your time sheet, session plans, register and
reflection. These are to be emailed to the PASS Supervisor.

Equal Opportunities

University of Suffolk is a diverse community and is committed to providing equality of
opportunity to all staff and students.

No Smoking Policy

A no smoking policy operates at all University of Suffolk premises, including the use of
electronic cigarettes.

Applications

Candidates complete an application form which includes a personal statement stating how
they meet the selection criteria specified within this job description and mock situation task.

Closing Date: 5pm, 9th September 2019

Please return your application details to:

Email:

a.cairns3@uos.ac.uk
Subject: [name] PASS Leader Application

Postal:

Abbie Cairns
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University of Suffolk
Waterfront Building
19 Neptune Quay
Ipswich