Peer Assisted Student Success Leaders
(PASS Leader)

Job Description

Department / Section: LEARNING SERVICES
Job Title: Peer Assisted Student Success (PASS) Leaders
Location: Ipswich
Grade: 3, £8.79 per hour plus holiday pay
Contract status: As and when required though a pool of ‘PASS Leaders’
Reporting to: PASS supervisor with additional support from the PASS community and Learning Services team.

Job Purpose:

Members of the Peer Assisted Student Success team work in partnership with course teams to support students in their first year of study at UoS. They will facilitate study sessions and workshops in which they will work with students to help them develop understanding of course related concepts as well as wider academic, research and digital skills.

The PASS leader role is supportive and motivational. It has been developed in line with the University’s desire to enhance the quality and diversity of student learning through the engagement of students in the learning experience. PASS leaders are not expected to re-teach subjects or provide specific assignment answers.

A PASS leader will be a 2nd or 3rd year student.

Additional information can be found by following this link: http://libguides.uos.ac.uk/pass

Main Duties & Responsibilities:

1. To work in partnership with course teams and wider support services to understand and maintain awareness of learning preferences, the impact of change and potential challenges facing new university students, and course subject areas.
2. To develop and lead regularly scheduled PASS events with a specific group of students, as part of a programme agreed with the departmental PASS Supervisor. (This would typically be one hour per week.)
3. 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.
4. To develop and maintain session plans and reflective notes on the outcome of each PASS event, and to submit records of attendance to the departmental PASS supervisor after every PASS session.
5. To feed back to the departmental PASS Supervisor on the progress of the PASS events, and evaluate the impact of the scheme, helping to ensure the scheme reflects the needs of the PASS leaders and wider learning community.
6. To undertake initial and ongoing training for the role of PASS Leader, and to contribute to the growing resources and PASS community at UoS.
7. Make periodic announcements of the availability of PASS sessions to students and staff.
8. Model appropriate professional attitudes and behaviours to staff, students and others.
### SELECTION CRITERIA

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

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<th>Essential</th>
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| **Education and qualifications** | • Be a second or third year student at UoS  
• Successful (predicted) completion of the first year of study on a UoS degree within the specified course.  
• Be committed to undertake training for these positions, including 2 days of initial training. | **Knowledge and experience**                                                                 |
| **Knowledge and experience** | • Knowledge of the structure and learning outcomes for the specific course(s) on which you are a PASS leader.  
• Knowledge of the various support and learning resource services available to students at UoS, and how to access them. | • Awareness and understanding of different learning preferences.  
• Awareness and understanding of wider pastoral issues which may arise.  
• Experience of mentoring or coaching |
| **Skills**             | • Excellent written and spoken communication skills with a people from a range of backgrounds and academic levels.  
• Confident use of IT software including social media to signpost, evaluate and record your work and PASS sessions.  
• Methodical approach to planning and record keeping. |                                                                 |
| **Attitude**           | • Positive, flexible and empathetic approach to problem solving and support provision.  
• Reliable and punctual.  
• Engaged with the development of the wider UoS community.  
• Committed to the Equal Opportunities Policy, and the ability to promote this in this role. |                                                                 |
**Interview and training**  
The interviews for PASS leaders will take place in May. This will include a conversation with your PASS supervisor, and members of the Learning Services team.

Successful candidates will then be expected to take part in training for the role, comprised of two training events, beginning with a two day event in June. It is anticipated that the remaining training will be delivered in induction week, September. The training will provide elements on group facilitation, session design incorporating learning styles, promotion of the PASS scheme, administrative duties required for the post including collecting feedback and session tracking.

**Please note:** Candidates must attend all training events to confirm a place on the pool and be offered any work.

**For more information**  
You can visit our PASS information and resource page: [http://libguides.uos.ac.uk/pass](http://libguides.uos.ac.uk/pass)  
or contact kristina.hearnden@uos.ac.uk or s.robinson@uos.ac.uk

**Appointment Terms**  
Successful candidates will be offered a place on our ‘Pool’ of PASS Leaders and will work as and when required. The pay is currently £8.79 per hour, plus holiday pay, and will be paid monthly on your submission of claim forms, according to payroll deadlines. All PASS leaders will be expected to actively contribute to the development of the PASS community and leading group sessions. There may also be the opportunity for one PASS leader to attend the national PASS conference.

**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 (please see below).

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**Closing date:** 2nd June 2017  
**Interview date:** TBA  
**Training:** TBC June 2017

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**To apply for this post:**

- Fill in the application form
- Include your personal statement which clearly states how you meet the essential and desirable criteria for these posts. Give supporting information demonstrating your suitability for the post. Examples may be drawn from either paid or unpaid work you have undertaken
- Return as Word (.doc) attachment by e-mail to: jobs@uos.ac.uk, including the post title in the e-mail subject area
- Or return by post to: Human Resources  
  University of Suffolk  
  Neptune Quay  
  Ipswich  
  IP4 1QJ