

## PAL Leader Role Description (AY 2016-7)

<b>Support Service:</b>	Vice-Chancellor's Office
<b>Section:</b>	Academic Support
<b>Scheme:</b>	Peer Assisted Learning (PAL) Scheme
<b>Post/Job Title:</b>	PAL Leader
<b>Grade:</b>	B
<b>Normal hours per week:</b>	Min. 1, Max. 3 hrs per week
<b>Recognition:</b>	Monetary remuneration Academic credit (UMOMYL-15-2) PAL certificate UWE Futures Award HEAR record Employment reference
<b>Duration:</b>	September 2016 to May 2017 (may vary depending on the Faculty)
<b>Accountable to:</b>	PAL Office Team (4E16)
<b>Responsible to:</b>	Makis Malliris (Director), Fiorella Bettin (Coordinator)

### Job Purpose

To organise, publicise and facilitate study support sessions for students in order to help them:

- adjust quickly to university life
- improve their study habits
- become autonomous learners
- enhance their *understanding* of the subject matter of their course, or a course unit, through group discussion

### Special Conditions – Applicants must:

- be a current student of the University of the West of England
- have had competent performance in their study programme
- have empathy with the student experience
- have good listening, communication and interpersonal skills
- possess qualities such as credibility, commitment, honesty and approachability

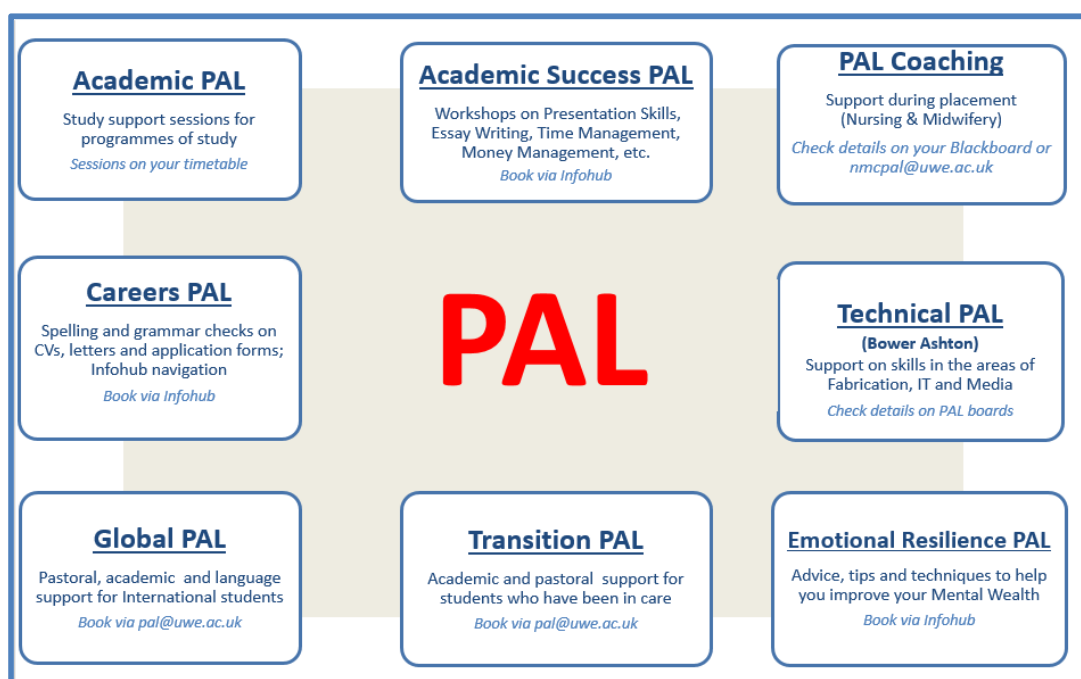
### Source & Nature of Management Provided

Continuous supervision and support by the PAL Office Team (Supervisors, Interns, Coordinator).

## Main Duties & Responsibilities

1. Attend the initial and Follow-up PAL Leader Training Workshops;
2. Offer weekly PAL sessions from September to May, whereby applicable;
3. Facilitate group discussions in PAL sessions using interactive learning strategies and techniques rather than lecture or complete students' coursework;
4. Discourage students from attending PAL as a substitute for lectures;
5. Demonstrate good study habits and learning strategies to students attending PAL sessions;
6. Maintain regular contact with the PAL Office and with your Academic contact;
7. Gather student evaluation information as required from time to time;
8. Complete the Peer Assisted Learning module (UMOMYL-15-2) through the submission of session plans, self-reflection forms and attendance registers;
9. Maintain a professional attitude on issues such as confidentiality, marks, standards and student complaints;
10. Provide the best possible service within your job limitations.

## Roles you can apply for



Fill out an **application form** via [www.uwe.ac.uk/pal](http://www.uwe.ac.uk/pal) and attend an **informative session**.

Campus	Office	Tel.	Email	Website
Frenchay	4E16	0117 3286463	pal@uwe.ac.uk	www.uwe.ac.uk/pal
Bower Ashton	0B11			
Glenside	1E01	0117 3288813		
Gloucester	Reception			

***We look forward to working with you!***