Job description

Post Title:	Peer Assisted Learning (PAL) Leader
Grade:	
Faculty/Service:	Library Services
Accountable to:	PAL Manager
Accountable for:	
Post no:	[Post Number]

Job purpose

To develop skills and knowledge in order to provide peer assisted learning support to students starting out at UWE, in partnership with the PAL office

Duties and responsibilities

1. To assist in providing support to students on particular programmes and/or to support students adapting to life and study at UWE.
2. To facilitate learning, run workshops and mentor students in small group and/or one to one situations.
3. To develop skills in order to carry out the required support, e.g. facilitation, training and mentoring, by attending requisite training sessions.
4. To maintain records of attendance and to reflect upon the sessions offered, making effective use of computerised office and learning technology systems.
5. To develop skills to promote and deliver effective sessions relevant to students' needs.
6. To offer advice and guidance to students in a mentoring role and according to defined procedures, including referring to other UWE services, as appropriate.
7. To organise and prioritise own work to ensure it is completed to an agreed timeframe.
8. To undertake a formal qualification that informs/supports the role, e.g. unit accreditation for an Institute of Leadership and Management award.
9. To work effectively as a member of the PAL community, including meeting with Senior PAL leaders to review progress.
10. To build and maintain effective working relationships with contacts in other services and in faculties.
11. To solve day to day problems as they arise following clearly defined guidance.
12. To comply with the University's equal opportunities policy, and use this role to promote equal opportunity wherever possible.
13. To take reasonable care of your own health and safety and comply with rules and guidance relating to health and safety matter.
14. Any other reasonable duties that fall within the scope of the post as allocated by the line manager following consultation with the post holder.

Person specification

Qualifications/Professional membership

Essential
1. To be studying on a UWE programme.

Desirable

Knowledge/Skills/Experience

Essential
1. Has the desire and willingness to gain mentoring/facilitation experience
2. Basic IT skills, with experience of email, MS Office Word and basic databases.

Desirable
1. Experience of coaching/mentoring others

Key Competencies (these are necessary requirements for all roles at this grade level)

1. Leadership and motivation
   Aptitude to develop to be able take responsibility for own work and achieving the objectives of the role. Demonstrates respect for others, fairness, equality, tolerance and openness.

2. Planning and organising to achieve results
   Is able to manage own workload and priorities effectively and efficiently.

3. Commercial awareness
   Raises ideas and suggests improvements to improve the quality of work or service. Strives to reduce waste and inefficiency.

4. Delivering excellent service
   Is able to identify customer needs and responds positively to meet these needs.

5. Continuous improvement, innovation and change
   Is positive about change, flexible in approach, and receptive to new ideas.

6. Communicating and influencing
   Communicates in a constructive and positive manner and understands the need for clarity in all communications.

7. The ability to develop yourself and others
   Proactively identifies learning and development to enhance personal performance.

8. Teamwork and collaboration
   Seeks to understand what other team members do and values the contribution of others.

Special conditions

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Health and Safety/Risks

This post has been identified with the following risks: (activities, hazards or exposures)

Risk 1	Risk 2	Risk 3	Risk 4	Risk 5
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.

Acceptance

Signed (job holder) ....

Please print name .... Date ....