

# PAL Leader Job Description

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**Please read the below Job Description fully before applying to be a PAL leader.**

**Role:** **PAL Leader**

**Department:** As part of the Peer-Assisted Learning (PAL) initiative run by ASK - Academic Skills Development department together with your division

**Accountable to:** Academic Skills Transition Adviser

**Hours:** 10-15 hours per term during the 2022/23 Academic Year

This equates to 1-2 hours per week spread across 8-10 weeks each term

## Skills required

- Commitment to volunteering
- Enthusiasm for supporting others
- Good communication skills
- Organisation and time management
- Friendliness and approachability
- Leadership and teamwork
- Planning
- Subject knowledge

## What is PAL?

If you attended your PAL sessions in your first year you should have a good grasp of what PAL is about and the benefits! If you didn't, Peer-Assisted Learning (PAL) provides first year students with the opportunity to work together in informal sessions to succeed in their first year of studies through the development of their independent learning. Sessions are led by PAL leaders, who are student volunteers in a higher year on the same course/division.

PAL leaders work in pairs to plan, publicise and facilitate weekly study support sessions for groups of first year students. This involves leading activities that are creative in nature and encourage a collaborative approach to learning and problem solving.

PAL leaders are trained by the ASK team before the start of the next academic year and are further supported by an Academic Coordinator in their department throughout the year.

## Job Purpose

Plan, publicise, and facilitate a bi-weekly PAL session (either online or in person – restrictions permitting) for groups of level 1 students to:

- Help them improve their academic study skills and understand the academic requirements of their course;
- adjust and gain confidence in relation to university life;
- acquire a clear view of course direction and expectations;
- enhance their understanding of course content through collaborative group discussions and activities (not teaching);
- facilitate activities that develop skills such as preparing for exams and assessments.

## Responsibilities of being a PAL leader

- Complete two days of training\*
- Plan your PAL sessions in advance (30mins)
- Lead your fortnightly PAL sessions (1 hour)
- Attend fortnightly debrief / professional development sessions (1 hour)
- Promote and market your PAL sessions to help attendance
- Maintain a professional attitude when communicating with students and staff members
- Complete and return necessary paperwork including attendance registers in a timely manner

*We understand the demands of student life especially as you progress with your studies, but we expect PAL leaders to be committed and to complete the duties of their role with a professional attitude. The success of PAL relies heavily with the leaders, which is why it is so great for your CV!*

*\*Training will consist of a mix of static and live content equating to two full days. The August or September 2022 training dates and details will be provided nearer to the time but will involve a live day's attendance either via zoom or on-campus depending on COVID regulations at that time. It will take place before teaching commences.*

## Benefits of being a PAL Leader

<b>Increased employability</b>	<p><b>Volunteering as a PAL leader will help you to develop the skills that employers are looking for.</b></p> <p>Develop your skills – Over 90% of PAL leaders agree that PAL increases their communication, leadership and listening skills.</p> <p>The PAL leader role has been mapped against the employability skills that employers want.</p> <p>Upon completing one year as a PAL leader you can apply to be a paid Senior PAL leader for continual development.</p>
<b>Training</b>	Full facilitation training to lead PAL sessions with confidence

	Further training available throughout the year
<b>Rewards, certificates and gifts</b>	Accrue hours towards the Brunel Volunteers Award HEAR Accreditation on your transcript PAL leader certificates (electronic)
<b>Conference</b>	Opportunity to attend a National PAL conference
<b>Academically</b>	Develop yourself and reconfirm your knowledge from level 1
<b>Personal development</b>	Gain self-satisfaction Have fun and make new networks and friends End of term social event

## How do I apply?

Apply online at <https://brunel.onlinesurveys.ac.uk/pal-leader-202223-application-form>

More details about PAL can be found at [www.brunel.ac.uk/pal](http://www.brunel.ac.uk/pal) or you can email us if you have any questions at [pal@brunel.ac.uk](mailto:pal@brunel.ac.uk)

## Application questions

The online application will need to be completed and submitted in one go, unfortunately you can not save it and go back to edit it later.

The below are the questions that make up the main part of your application:

- Why are you interested in becoming a PAL leader?
- Why do you feel you would be a good candidate? (Discuss any skills, abilities and experience)
- What advice would you give a first-year student starting your course?
- Describe three study strategies that have helped you perform well on your course so far
- First year student engagement is vital for PAL's success. How will you market/promote your PAL sessions to help encourage continued attendance?
- Are you involved in any other activities inside or outside of university?

I look forward to receiving your application!

*Richard Bond*

**Head of Academic Skills Development**