

# PAL Leader Role Description

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Role:	Peer Assisted Learning (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 2023/24 Academic Year (equiv. of 1-2 hours per week spread across 8-10 weeks each term)

## What is PAL?

If you attended your Peer-Assisted Learning (PAL) sessions in your first year you should have a good grasp of what PAL is about and its benefits! If you didn't, Peer Assisted Learning (PAL) is support for students, led by students. It gives new students greater confidence with academic work and independent study, through creative and fun activities. PAL sessions are led by PAL leaders, who are student volunteers in a higher year in the same course/division. As a leader you will work in a pair to plan, publicise and facilitate bi-weekly study support sessions for groups of first year students. Sessions involve leading activities that are creative in nature and encourage a collaborative approach to learning and problem solving.

PAL leaders are trained before the start of the academic year and are supported by an Academic coordinator in their department, Senior PAL leaders (SPLs) and the Transition team throughout the year.

## Job Purpose

Plan, publicise, and facilitate an in person bi-weekly PAL session for groups of level 1 students.

Sessions should be designed to:

- help attendees 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 attendees understanding of course content through collaborative group discussions and activities (it's not teaching);
- facilitate activities that support attendees to develop skills such as preparing for exams and assessments.

## Knowledge, Skills and Abilities

- |  |                                    |
|--|------------------------------------|
| • Good communication                                   | • Subject knowledge                |
| • Effective organisation, time management and planning | • Active listening skills          |
| • Friendly and approachable                            | • Commitment to volunteering       |
| • Team working or collaborative working skills         | • Enthusiasm for supporting others |

*\*Training may consist of a mix of static and live content equating to two full days. Training dates and details will be provided nearer to the time but will involve at least one day's attendance on-campus during Welcome week (11<sup>th</sup>-15<sup>th</sup> September 2023), before teaching commences.*

*\*\*Digital badges are issued based on strict terms and conditions, please email [pal@brunel.ac.uk](mailto:pal@brunel.ac.uk) for further details*

## Key Duties and Responsibilities

- 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 your PAL sessions to encourage 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 on its leaders, which is why it is so great for your CV!*

## Benefits of being a PAL Leader

Volunteering as a PAL leader helps you to develop the work ready skills that employers are looking for.

<b>Enhanced employability</b>	<p>Develop your skills – Over 90% of PAL leaders agree that being a PAL leader has increased their communication, leadership and listening skills.</p> <p>The PAL leader role has been mapped against the employability skills that employers want.</p> <p>Opportunity to apply to be an SPL (paid) after successful completion of your PAL leader role – further developing your work ready skills ready for graduation!</p>
<b>Training</b>	<p>Full facilitation training to lead PAL sessions with confidence</p> <p>Further training opportunities throughout the year</p>
<b>Rewards, certificates and gifts</b>	<p>Accrue hours towards the Brunel Volunteers Award</p> <p>HEAR Accreditation on your transcript</p> <p>PAL leader certificate</p> <p>PAL leader hoodie (and other goodies)</p> <p>Digital badge to add to your LinkedIn profile**</p>
<b>Conference</b>	<p>Opportunity to attend a National PAL conference</p>
<b>Academically</b>	<p>Consolidate your course knowledge by revisiting core ideas and skills (a great way to revise!)</p>
<b>Personal development</b>	<p>Have fun and develop new networks, friends and the opportunity to build a community in your division</p> <p>Liaison and networking with multiple stakeholders including the academic staff (great for CV experience)</p> <p>End of term social events</p>

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## How to apply

Apply online via this link <https://brunel.onlinesurveys.ac.uk/pal-leader-202324-application-form>

## Application questions

Our online applications need to be completed and submitted in one go. This means that you cannot save and complete or edit later, you can draft your responses and paste from another program (like Word).

- Please explain why you are interested in becoming a PAL leader? Why do you want to be part of the programme?
- Why do you feel you would be a suitable candidate for the role? (please outline your relevant 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. What tools or methods will you use to promote your PAL sessions to help encourage continued attendance by the Y1 students?
- Are you involved in any other activities inside or outside of university (e.g. part-time job, sports teams)?

Please answer as fully as possible. Short or very brief answers will not be enough for us to consider your application accurately.

Further details about PAL can be found [here](#) or please email your questions to [pal@brunel.ac.uk](mailto:pal@brunel.ac.uk)

Looking forward to receiving your application!

**Sara Lambert**  
**Academic Skills Transition Adviser**

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