Job Description

Post/Job Title: Placement Peer Assisted Learning Leader

Ref: 

Location: Dependent on faculty

Faculty/Support Services: Academic Services who will provide training, general support, observation and feedback
Your Faculty who will provide course/programme/framework specific advice and support, and payment

Group/Section: Library and Learning Support: Central PAL Team; Faculty: Programme Leaders/Level 5 Tutors/Placement Team

Duration: Up to 12 hours during a 22 week period, (minimum number of sessions during this period is 3)

Normal hours per week: Dependent on faculty, but no more than 1 session per week. Will include running your PAL session and 30 minutes review/preparation time. (Some flexibility will be required in order to ensure that key time scales and deadlines are met).

Grade: BU Student Leader rate

Accountable to: Central PAL Team

Job Purpose

To plan, publicise and facilitate study support sessions for groups of second year students in order to:

- Develop students' understanding of the placement application process.
- Develop students' understanding of professional attitudes and behaviours.
- Provide a student perspective that will complement the work of professional staff.
- Share your experiences of your own placement, enabling you to reflect and consolidate your own learning.
- Be part of the BU culture of coaching and mentoring focused on personal and professional development.

Main Responsibilities

1. Students returning from placements will facilitate PAL sessions (group learning) for second year students supporting preparation for placements.
2. Offer Placement/ Employability PAL sessions throughout a designated period.
3. Plan Placement/ Employability PAL sessions to facilitate group discussions and use a range of interactive small group learning activities
4. Maintain contact with members of your PAL Group and promote attendance at Placement PAL sessions/events.
5. Attend the training course for Placement PAL Leaders.
6. Meet with your Placement PAL Contact as required.
7. Complete registers to record your attendance for each session
8. Encourage students to engage with their placement learning including attending lectures and seminars organised by the Faculty Placement Team
9. Maintain a professional attitude on issues such as confidentiality, marks, standards and student complaints.

**Organisation Chart**

**Dimensions**

Delivery format of PAL sessions is dependent on faculty and will be advised by the Central PAL Team. Delivery will consist of either
- timetabled PAL sessions aligned to a specific taught Professional Development Unit or
- timetabled PAL sessions not aligned to a unit
- planned faculty events
**Contacts**

You will be able to access guidance and support in the form of an online Placement PAL guide in Brightspace as well completing a mandatory Placement PAL training session. The Central PAL Team will also be available throughout the academic year to support you and answer any queries you may have.

You should liaise with your Placement PAL Contact to discuss how to develop your PAL sessions, how they are progressing and to gain advice and support. These may be:

- Students (Level 5/Second Year students)
- Central PAL Team
- Faculty Placement Team (including Placement Coordinators)
- Programme Leaders
- Level 5 Tutors
- Careers and Employability team
- Other Placement PAL Leaders

**Challenges**

- Working with own university workload and the role
- You may experience variable attendance at Placement PAL sessions
- You will need to be responsive to the range of concerns of a group of second year students, with different learning needs and who come from a variety of backgrounds
- You will need to be able to communicate effectively with the Central PAL Team, your PAL Placement PAL Contact, other Placement PAL Leaders on your course and your PAL Group to maintain an awareness of the demands of the course. You will need to adapt your approach to PAL sessions to take account of these different demands.
- On occasion you may need to be assertive when faced with reticent, disruptive, uncooperative or over-demanding students.

**Additional Information**

Postholder: Date:

Line Manager: Date:

NB: The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

All employees have an obligation to be aware of the Universities Environmental Policy, Carbon Management Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmental responsible manner.