Peer Assisted Learning (PAL) Leader Job Description

Voluntary Role

Peer Assisted Learning (PAL) is a student-led scheme where experienced students run informal group study sessions for Foundation or first year students. PAL supports students as they start university, helping them to build confidence, understand their subject more deeply, and settle into the academic environment. It also provides a welcoming space to meet others, ask questions, and feel part of the academic community.
The PAL scheme is offered in partnership with your academic School and Skills for Academic Success (SAS).

Job Purpose

- Your role as a Peer Assisted Learning (PAL) Leader is to plan and facilitate small group sessions that encourage peer learning amongst your 'near' peers studying a stage below you on your course.
- To provide academic transition support, build confidence, a sense of belonging and help achieve success.
- You will guide and support students as they transition in their academic studies, build confidence in their subject understanding, and achieve successful study strategies, providing a sense of belonging and support them to become part of the student community at Kent.
- As a leader, you are **not expected to re-teach** content or provide answers on assignments, but to lead discussion in order to facilitate both collaborative and independent learning.

Benefits of being a PAL Leader

- Receive formal recognition for your contribution to PAL, including employability points, a certificate, and the opportunity to enhance your LinkedIn profile with your experience.
- Develop key employability skills such as leadership, communication, facilitation and teamwork
- Enhance your confidence in supporting others and speaking in group settings
- Gain experience in planning and leading group learning sessions
- Build relationships with academic staff
- Strengthen your CV and prepare for future career opportunities

Main Duties & Responsibilities

1. Attend induction events to promote PAL and work with your academic lead to support promotion with your academic school.
2. To schedule, plan, and promote PAL sessions to students**, ideally** in a small group setting.
3. To guide learning through semi-structured sessions, allowing for discussion of issues or concerns, and share positive experiences of their studies.
4. To signpost students to additional support or resources as needed (e.g., SAS study skills support; library services; student support and wellbeing; careers advice; Kent Students Union Advice Service).
5. To log students' attendance and topics covered by completing an attendance log after each PAL session.
6. To participate and encourage feedback on the PAL scheme by completing short surveys and scheduled forums.
7. You are expected to attend PAL monthly community meetings and one PAL team meeting per term.

Person Specification

Education and Qualifications	Essential	Desirable
Successful progression within your programme of study, or currently on track to progress to the next stage (e.g., Stage 2, or from Foundation Year to Stage 1)	●	
Knowledge	**Essential**	**Desirable**
Understanding of the challenges faced by new students transitioning into university study	●	
Awareness that students learn differently and benefit from supportive, confidence-building environments	●	
Knowledge of the University of Kent and the key support services available	●	
Understanding of inclusive learning and belonging-building principles		●
Familiarity with the Academic Advising system and how PAL complements it.		●
Skills	**Essential**	**Desirable**
Ability to facilitate group discussions and encourage participation from a diverse range of students	●	
Strong interpersonal skills, including active listening and clear, inclusive communication	●	
Ability to create supportive and confidence-building learning spaces	●	
Adaptability and problem-solving when sessions do not go as planned	●	
Good organisational and time management skills	●	
Experience mentoring, coaching, tutoring or supporting peers		●
Ability to plan group learning activities or study sessions		●
Attributes and Behaviours	**Essential**	**Desirable**
Empathy, approachability and cultural humility	●	
Positive, student-centred attitude with a commitment to inclusion and respect	●	
Reliable, punctual and committee to ongoing improvement	●	

Understanding of appropriate boundaries and when to signpost students to other services	●	
Demonstrated involvement in activities that contribute to student community and belonging (e.g. societies, committees, outreach, lived experience roles)		●

Equal Opportunities

You are expected to demonstrate a commitment to equality, diversity and inclusion; promoting collaboration and positive relationships; working harmoniously with other students as well as academic staff (e.g., module convenors).

Application Process

1. **Complete an application by Friday 27 November**
2. Your application will be processed by Skills for Academic Skills in partnership with your academic School.
3. Those shortlisted, will be invited to a short informal group interview on 4th December. Please make sure you are available and on campus as interviews will take place in-person.
4. Unfortunately, we are unable to provide feedback on your application to anyone who is not selected for interview.

Next Steps

1. **You will be notified by 9th December, if successful, after interview.**
2. You will be required to complete mandatory training (online and in-person). Online training is expected to be completed over the Winter Break. You will receive an email with instructions for how to book mandatory PAL training.
3. Once you have completed the mandatory training, you will be enrolled on the PAL Leader Moodle page.
4. You will be required to create your PAL Leader profile and add anything else as a getting started task.

For any questions regarding the PAL scheme or the status of your application, please get in touch with the PAL team at saspal@kent.ac.uk