

Job Description

Post/Job Title:	Peer Assisted Learning Placement Student (Fixed Term)
Post No:	0005046595
School/Professional Service:	Academic Services
Group/Section:	Academic Liaison Team, Library & Learning Services
Normal hours per week:	0.8 FTE (29.6 hours per week) (Some flexibility will be required to ensure key deadlines are met)
Duration:	Fixed Term: 1 July 2025 – 31 July 2026 (13-month placement)
Grade:	NSS BU Grade 2
Accountable to:	Academic Skills Hub Manager

Job Purpose

The post holder provides advice and support to current PAL Leaders and assists the Academic Skills Hub Manager in operating the Central PAL Team. Duties include assisting the coordination of peer assisted learning (PAL) activities; identifying and sharing good practice; carrying out research and evaluation of the PAL experience; providing cover when required for other areas of Academic Services.

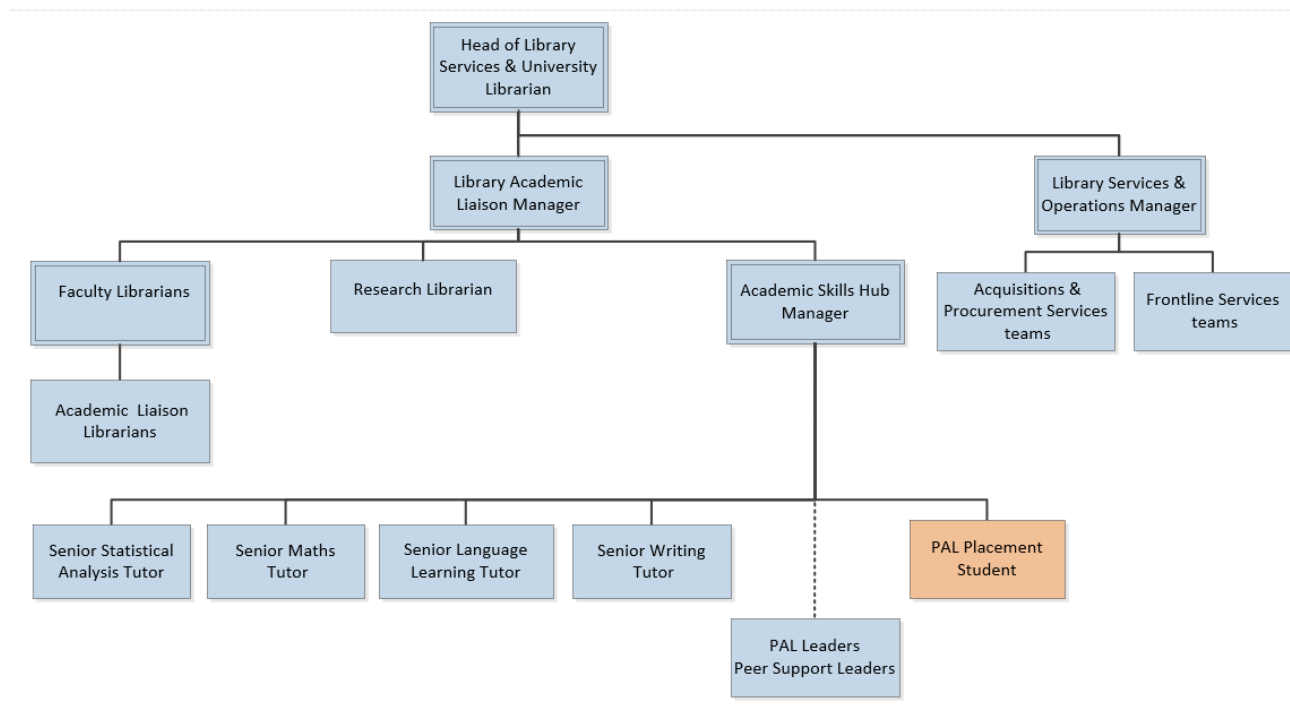
Main Responsibilities

Working with the Academic Skills Hub Manager, the Peer Assisted Learning (PAL) Placement Student:

1. Assists in the development and administration of the PAL scheme at Bournemouth University.
2. Provides support in organising PAL events and disseminating PAL practice in workshops, presentations, additional training and 1:1 sessions.
3. Assists in the development and distribution of new PAL materials and guidance.
4. Provides prompt and professional responses to email enquiries, signposting to relevant stakeholders and services.
5. Provides a student perspective on new developments of PAL and gathers student feedback.
6. Creates and securely maintains online registers for PAL session attendance and any other sensitive and confidential information.
7. Assists in the recruitment of PAL Leaders, Peer Support Leaders, and PAL Placement Student.
8. Assists in the development of content for and maintenance of PAL web pages and social media platforms, including regular announcements, tips, advice, resources, events, and opportunities.
9. Assists in the marketing and communication of the PAL Scheme through promotional talks in lectures, contributing to BU events.
10. Provides support for research and evaluation into how engaging with PAL impacts the learning and personal development of students, particularly those from groups underrepresented in Higher Education.
11. Conducts observations for PAL Leaders, providing them with constructive feedback that will ensure their sessions are relevant, effective, and delivered in line with PAL principles.
12. Assists in the delivery of the PAL Leader Facilitation Course to prepare PAL Leaders and Peer Support Leaders for their roles.

13. Represents the BU PAL Scheme externally, through presenting at events and networking with staff graduate and placement students/interns at other institutions within the UK and Ireland peer learning community.
14. Work collaboratively with team members and assist in the work of other departments within Academic Services at busy times as required e.g. graduation, clearing, enrolment or library duties.
15. Any other duties as may reasonably be required by the Academic Skills Hub Manager or Library Academic Liaison Manager.

Organisation Chart



Contacts

Internal:

PAL Leaders (students) – Daily
 Peer Support Leaders (students) – Weekly
 Level 4 (first year students) – Weekly
 Academic Skills Hub Manager – Daily
 Library Academic Liaison Manager - Weekly
 Library and Learning Services colleagues in the Academic Liaison Team – Weekly
 Human Resources - Weekly
 PAL Academic Course Contacts – Weekly
 Academic Services colleagues – Occasionally

Challenges

Meeting the workload of the role and fulfilling BU placement requirements
 Dealing with unexpected challenges and exploring methods for problem solving
 To develop the breadth and depth of knowledge required for enquiry handling
 To maintain excellent University-wide relationships to facilitate communication

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

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.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Equality & Diversity Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

January 2025

Person Specification: Peer Assisted Learning Placement Student

Knowledge (including experience & qualifications)	Essential/ Desirable
Recent experience as a PAL Leader	E
Current student at Bournemouth University (due to start placement year in 2025-26 academic year)	E
Interest in the practice of learning in Higher Education, in particular student development and peer support	E
Experience of coordinating and facilitating small group activity	E
Understanding of confidentiality and data protection issues	E
Demonstrable ability to work upon own initiative and ability to work independently	E
Experience of recording and analysing data and/or an interest in research through quantitative and qualitative methods	D
Experience of using digital content creation tools e.g. use of Canva	D
Experience of organising events	D
Skills	
Good oral and written communicator	E
Highly developed interpersonal skills	D
Good IT skills, including Microsoft Word, PowerPoint, Excel, Outlook, virtual communication tools (e.g. Microsoft Teams), web and social media applications.	E
Highly organised and able to prioritise workload	E
Ability to work confidently in a hybrid way, operating effectively in both face-to-face and virtual environments.	E
Attributes	
Enthusiastic and highly motivated	E
Ability to work both flexibly and under pressure	E
Tact, diplomacy and sensitivity	E
A positive and proactive approach to work	E

[January 2025]