



Job Title: Peer Assisted Study Sessions (PASS) Leader

Unit/School: Student Services

Grade: 1A/B

HERA: CMSR68

Core purpose of role

To assist the Student Transition Coordinator in the promotion, participation, facilitation and attendance of SI-PASS (Peer Assisted Study Sessions) on selected programmes.

Key responsibilities and contributions

- Plan and facilitate weekly PASS sessions aligned to module content, creating a supportive, student-led learning environment that reinforces lecture material through collaborative activities.
- Participate in regular meetings with the Student Transition Coordinator and your programme point of contact to ensure PASS sessions are relevant, inclusive, and responsive to student need.
- Act as a positive role model and ambassador for the course, promoting PASS sessions and fostering a sense of belonging within the cohort.
- Participate in training, observation, and evaluative exercises to develop your facilitation skills.
- Escalate student concerns to appropriate support (e.g. academic, wellbeing).
- Undertake periodic peer support and administrative duties in line with Student Services objectives.

Person specification

Essential qualifications / Professional memberships

- To be a current student at Cardiff Metropolitan University from your selected programme, with a sound understanding of core content of your programme at level 3/4.

Essential experience, knowledge and skills

1. Ability to communicate clearly and confidently with peers, including explaining concepts in accessible ways and encouraging group discussion.
2. Basic organisation and time management skills, including the ability to prepare for and deliver regular sessions alongside academic commitments.
3. Interest in supporting others' learning and helping peers develop study skills.
4. Ability to facilitate small group activities, manage group dynamics, and encourage active participation (e.g. asking questions, guiding discussion).
5. Willingness to undertake training, engage in reflective practice, and respond positively to feedback to improve facilitation skills.
6. Awareness of personal boundaries and when to signpost students to appropriate university support (academic or wellbeing).

Desirable

1. Awareness and understanding of mental health issues and how to respond and signpost individuals.
2. Experience in the day-to-day running of events under minimum supervision.



Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.				
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.	Desirable	Desirable	Desirable	Desirable
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.