

# Peer Assisted Study Sessions (PASS) Leader

Every day, people across Unitec are working with our students, enterprises and communities because we care about making lives better.



## Position purpose:

A PASS Leader acts as a mentor to students. This primarily involves directing the students to undertake subject-specific activities or addressing their queries according to PASS principles.

| Key Areas   | Key Responsibilities   | Expected Outcomes   |
|---|--|---|
| <b>Unitec Kaupapa</b>   | <ul style="list-style-type: none"> <li>Demonstrate leadership of the Unitec Kaupapa (see below) by articulating, reinforcing and promoting the Kaupapa on a daily basis</li> <li>Uphold the values of the Unitec Kaupapa</li> </ul>  | <ul style="list-style-type: none"> <li>The Unitec Kaupapa is actively articulated, reinforced and promoted.</li> <li>Values are upheld, and positive feedback is received from key stakeholders.</li> </ul>   |
| <b>Leader is a peer mentor</b>                                      | <ul style="list-style-type: none"> <li>Facilitate PASS sessions as agreed with the School PASS liaison.</li> </ul>   | <ul style="list-style-type: none"> <li>Attend training prior to the semester on how to facilitate PASS sessions</li> <li>To create a friendly and relaxed learning environment</li> <li>To promote independent learning</li> </ul>  |
| <b>Leader addresses students' needs and questions appropriately</b> | <ul style="list-style-type: none"> <li>Use group activities, questioning technique and redirection of students' questions</li> <li>Refers any problems to the PASS Coordinators at Learning and Achievement in the Learning Advisors team, Academic Programme Manager and School PASS liaison</li> </ul>   | <ul style="list-style-type: none"> <li>To ensure all students participate in learning activities</li> <li>Expected to attend lectures of the PASS courses assigned to them</li> <li>Conduct a few PASS sessions per week and undergo an evaluation process, for quality assurance purposes, at various times within the semester</li> <li>Queries raised in a timely manner and via the appropriate channels of escalation</li> </ul> |
| <b>Leader integrates study skills</b>                               | <ul style="list-style-type: none"> <li>Share and encourage good study skills</li> </ul>  | <ul style="list-style-type: none"> <li>To ensure students learn effectively</li> </ul>  |
| <b>Leader is well prepared for session</b>                          | <ul style="list-style-type: none"> <li>Prepare session materials</li> </ul>  | <ul style="list-style-type: none"> <li>To engage students in learning activities</li> </ul>   |
| <b>Health and Safety</b>  | <ul style="list-style-type: none"> <li>You will demonstrate commitment to Unitec's health and safety rules and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others. You will be required to report any potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm.</li> <li>Promotes a culture of zero harm,</li> </ul> | <ul style="list-style-type: none"> <li>Unitec's Health and Safety measures are met or exceeded.</li> <li>All risks effectively managed and no compliance issues.</li> <li>Processes and culture reinforce Unitec Kaupapa.</li> </ul>  |

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|                              |  |   |
|------------------------------|--|---|
|                              | <p>including safe working practices and behaviours and sustainable environmental practices.</p> <ul style="list-style-type: none"> <li>• Models zero harm behaviours.</li> <li>• Identifies and minimises business risks and compliance issues.</li> <li>• Partners with the Health and Safety team to align strategies and drive a zero harm culture.</li> </ul>  |   |
| <p><b>Unitec Kaupapa</b></p> | <p>Actively participate to uphold the Unitec Kaupapa and the factors that will enable success as follows;</p> <p><b>Our Partnership</b></p> <ul style="list-style-type: none"> <li>• Te Noho Kotahitanga is Unitec's partnership between Māori and non-Māori underpinned by the principles of Rangatiratanga, Wakaritenga, Kaitiakitanga, Mahi Kotahitanga and Ngākau Māhaki</li> </ul> <p><b>Our Purpose</b></p> <ul style="list-style-type: none"> <li>• Led by Te Noho Kotahitanga we manaaki the success of our students and communities</li> </ul> <p><b>Our Success</b></p> <ul style="list-style-type: none"> <li>• Improve the success of all students, achieving parity for Māori, Pacific and Under 25s by 2022, enhancing International student success, and serving the educational needs of the West, Central &amp; North Auckland communities</li> <li>• Provide high quality learning, teaching and applied research to develop work-ready lifelong learners and return to Category One</li> <li>• Engage and inspire staff so they are proud to work at Unitec and are equipped with the capabilities to support quality learning</li> <li>• Build a financially sustainable organisation to invest in the future with an operating surplus by 2022</li> </ul> <p><b>Our Values</b></p> <ul style="list-style-type: none"> <li>• Rangatiratanga (Authority and Respect)</li> </ul> | <ul style="list-style-type: none"> <li>• The Unitec Kaupapa is actively articulated, reinforced and promoted.</li> <li>• Values are upheld, and positive feedback is received from key stakeholders.</li> </ul> |

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|  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"><li>• Wakaritenga (Legitimacy)</li><li>• Kaitiakitanga (Guardianship)</li><li>• Mahi Kōtahitanga (Co-operation)</li><li>• Ngākau Mahaki (Respect)</li></ul> <p><b>Our Way</b></p> <ul style="list-style-type: none"><li>• A dynamic community of learners engaged in a culture of open inquiry</li></ul> |  |
|--|--|--|

## What you will bring

### Role Related Experience

#### Essential

- Current senior student who has successfully completed the assigned PASS course(s) and achieved excellent grades across the programme
- Strong interpersonal and communication skills
- Strong desire to help students to succeed academically

#### Desirable

- Good time management skills
- Able to demonstrate cultural sensitivity with students from diverse backgrounds

## Leadership competencies required

- **Fosters a Student-Centred Whānau**  
Building strong customer and student relationships and delivering solutions to the Unitec whanau
- **Engages with Difference**  
Harnesses the value that different perspectives and cultures bring to Unitec
- **Collaborates**  
Building partnerships and working collaboratively with others to meet shared objectives
- **Builds Trust**  
Gaining the confidence and trust of others through honesty, integrity, and authenticity
- **Ensures Accountability**  
Holding self and others accountable to meet commitments
- **Develops Self-Awareness and Reflective Practice**  
Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses
- **Demonstrates Ongoing Commitment to Engaging in Treaty-Based Partnership**  
Takes responsibility as a partner in living Te Noho Kotahitanga
- **Cultivates Curiosity and Innovation**  
Examining the status quo, identifying opportunities and introducing real world solutions for improvement

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## Financial Authority

|  |    |
|--|----|
| Budget owner   | No |
| Delegated Financial Authority as per Unitec's Delegations Policy | No |
| Responsible for new employee hire                                | No |

## People Management

|   |    |
|---|----|
| Number of Direct Reports:   | 0  |
| Number of Indirect Reports  | 0  |
| Responsible for contract staff, and/or coaching, training of others | No |

## Dimensions of the position

|                                     |                      |
|-------------------------------------|----------------------|
| School code:                        | Applicable to School |
| Safety sensitive role:              | Yes                  |
| Vulnerable Children Act applicable: | Yes                  |

## Position Contacts and Relationships

| Internal                       | External | Committees/Groups |
|--------------------------------|----------|-------------------|
| Students and PASS Coordinators |          | N/A               |
| Senior/Lecturers               |          |                   |
| Lab Technicians                |          |                   |

The role reports to the Academic Programme Manager for the relevant Academic Field.