**St George’s School of Health and Medical Sciences**

**Peer Academic Mentoring Support (PAMS)**

**Job Description and Person Specification**

**Job Description**

* To work collaboratively with other Academic Mentors (PAMS) on the design and delivery of mentoring sessions.
* To use initiative and creativity in the planning and delivery of mentoring sessions.
* To share your experiences, provide information, advice and guidance to students in the lower year as they transition into Higher Education and/or new modules.
* To participate in compulsory Academic Mentor training at the beginning of the year.
* To refer students to further guidance from university services where appropriate.
* To keep accurate records of session attendance .
* To take responsibility for recording mentoring hours in a timesheet and meeting the submission deadlines.
* To be involved in monitoring and evaluation activities, including Impact & Evaluation measures and feedback sessions

The PAMS contract will run from February to July 2025. You will be assigned no more than 5 mentees and you will be expected to meet with each mentee one hour per week for a period of 10 weeks. You will be paid a rate of £14.66 per hour. Additional meetings, training or events may not be paid; however they will form part of your personal and professional development.

Expectations:

* Attend a compulsory training session. In addition optional further training will also be recommended across the year.
* Be available for timetabled assessment sessions within your programme if suggested by the Programme Team.
* Plan for and attend all mentoring sessions record your hours, mentee attendance and collect Impact & Evaluation as required.
* Contribute to regular feedback and evaluation activities.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **a) Experience Required** |  |  |
| 1. Successful completion of 1st or 2nd year of study.
2. General knowledge of the demands of Higher Education/discipline.
3. Experience supporting/ supervising others.
4. Good IT skills, experience using social media.
 | **√****√** | **√****√** |
| **b) Skills / Qualities Needed** |  |  |
| 1. Confidence in your subject knowledge
2. Ability to demonstrate leadership skills
3. Effective inter-personal and communication skills.
4. Ability to work independently.
5. Ability to work productively with others.
6. Excellent reliability and time-keeping skills.
7. Good personal organisation.
8. Highly motivated, enthusiastic and committed and to supporting others.
 | **√****√****√****√****√****√****√****√** |  |