

Role: Student Peer Programme Organiser for the Maths and Stats Peer-Assisted Learning Scheme (x3 positions)

What is the Maths and Stats Peer-Assisted Learning Scheme?

This is an academic peer learning scheme open to 1st year undergraduate students from all disciplines looking for further support with Maths and Stats. These students (Mentees) will be invited to attend bi-weekly sessions (~1hr) on topics they have selected which will support them in completing their studies. These sessions will be prepared and delivered by Mentors (students in their 2nd-final year of undergraduate Maths study), with support from the Student Peer Programme Organisers leading the scheme.

This is the inaugural year for the scheme, which will initially be run only on Streatham campus but will be open to all current Exeter undergraduates.

Find out more about Peer Support and our team [on our website](#).

Your role

This scheme will be led by x3 [Student Peer Programme Organisers](#) (SPPOs), who will work for up to 3 hours per week per person supporting Mentors in the delivery of sessions and leading on the day-to-day running of the scheme with support from the central Peer Support team where needed.

The role will only run until the end of June 2024 initially but may pause earlier depending on scheme demand.

Main duties:

- 1. Support Mentors in the planning and delivery of Maths and Stats sessions.** This will include:
 - helping Mentors plan the session (e.g. identifying ILOs, creating resources, creating a session rota, booking a space, notifying Mentees)
 - helping Mentors organise and coordinate session delivery (ensuring Mentee attendance is noted)
 - attendance of at least 1 SPPO (where needed) at each session
 - supporting Mentors between sessions, answering queries and offering guidance on how to fulfil their role responsibilities.
- 2. Support Mentees.** This will include:
 - noting Mentee attendance at sessions or supporting Mentors to do so.
- 3. Manage the day-to-day running of the scheme.** This will include:
 - liaising with the Peer Support team and attending meetings such as the Peer Programme Organiser Network meeting (1 per term)
 - creating any resources necessary to run this scheme (such as recruitment forms and procedures, evaluation forms)

Please note, the first group of Mentors and Mentees will be recruited by the Peer Support team, but if this scheme runs into Term 3, this will be coordinated by SPPOs.

- promoting this scheme via necessary platforms.

4. Evaluate the success of the scheme. This will include:

- coordinating with the central Peer Support scheme to ensure scheme aims are met
- organising at least 2 debrief sessions with Mentors to find out what is going well and what can be improved.

The above is not an exhaustive list of duties. All 3 SPPOs will need to coordinate to designate tasks between you.

Timeline for work:

January: Recruit SPPOs and Mentors

February (w/b 5th): Deadline for Mentors to complete training and have first meeting with SPPOs to set out scheme expectations

February (w/b 12th): Begin first sessions with Mentees. The scheme should aim to run at least 3 sessions from February until 29th March (end of Term 2), with at least 2 debriefs with Mentors to find out what went well and begin planning for the next session

May: Debrief with Mentors to establish next steps for the scheme. A member of the Peer Support team may also attend this debrief, as this will feed into the planning and next steps for this scheme

Essential candidate criteria:

An interest in supporting student learning (previous experience of working with students desired)

A knowledge or background in Maths (previous experience of supporting learning and teaching of maths preferred but a passion for learning and teaching is welcomed)

Ability to work in a team and support others

Ability to manage own workload

Effective communication skills (both written and oral)

Experience of organising events

Punctuality and reliability

Effective use of IT skills: Microsoft Office, Outlook

This role is open only to postgraduate students who will be studying at Exeter for the period outlined in the timeline. Please note: Remuneration for the 3 hours a week will be paid through e-Claims, which you will need to submit yourself outlining which tasks you have undertaken and ensuring they are within the advised number of hours per week. You must have the [right to work in the UK](#) to submit these claims.

If you would like to be involved in this scheme, **[please fill in this application form](#)**. If successful, you will be invited to an informal interview.

If you have any questions about this role, please contact Emma Norman (e.norman@exeter.ac.uk).