



## Volunteering for World Class Schools Quality Mark (WCSQM)

### Role descriptions

WCSQM is a charity run by and for students. Our ethos is centred around giving World Class students access to skills-building opportunities and real-life work experiences to develop their confidence and potential as they come to navigate further education and career paths.

Our World Class student ambassadors work with us across a wide range of areas to suit their skills and interests. Here you will find an overview of the volunteer roles available for World Class students, the experience and skills each role helps to develop, time investment required and how to apply.

The following are eligible to apply for a WCSQM student ambassador role:

- Student/s of accredited World Class primary or secondary schools chosen by their school staff for their World Class skills and competencies
- WCSQM alumni - once a World Class student, always a World Class student. If you have worked with WCSQM through your school's WCSQM accreditation, you are eligible to join the Alumni Association. One of the many benefits this brings is the opportunity to work with World Class schools and access the events and opportunities available to alumni students. So even if you are no longer a student at an accredited World Class school, your alumni membership still stands for as long as you need it.

All volunteer roles are designed and managed under the WCSQM [Volunteer Management Policy](#).

## Student ambassador volunteer roles

### Project manager

Taking on a project management WCSQM ambassador role gives students a unique real-life work experience opportunity that develops independent thinking, the ability to communicate with delegates ranging from CEOs of large school trusts to primary school students, and fosters a feeling of pride and appreciation for their school, of which they are representatives.

WCSQM holds three key annual events

- The annual Symposium (July)
- The assessment centre (Oct/Nov)
- The Awards Ceremony (Dec)

If you have been chosen by your school to take on the role of project manager, you should feel extremely proud, as your school clearly believes in your World Class abilities. You will be a WCSQM ambassador on the day, and your role will be to facilitate the smooth running of the event you are helping to manage. WCSQM staff and your school staff will be on hand for support when required, but you will be encouraged to use your initiative and work independently as much as possible. You will be given a detailed briefing of your role in advance and on the day, which could involve any or all of the following:

- Event set up, including
  - Putting out materials
  - Putting up signage and event information
  - Setting up rooms (with the support of FM teams)
- Manage the reception desk, including
  - Setting up the desk prior to delegates' arrival
  - Welcoming delegates
  - Handing badges and packs out to delegates
  - Updating the attendee list as delegates arrive
  - Writing badges for delegates not on the attendee list
- Project manage and facilitate timetabled meetings for the day with groups of staff/students
- Direct and accompany attendees around the venue to help them find their way and access meetings, presentations etc.
- Lead or support tours of your school for groups of delegates
- Help delegates to access materials, IT equipment, refreshments etc. as required
- Take on the role of videographer / photographer as required
- Facilitate and support presentations - i.e. directing delegates to their seats, supporting presenters to access materials and equipment for their talk etc.

## Shadow assessor

Volunteer student shadow assessors are crucial to the WCSQM accreditation process. It is your role to assess whether the students, and by extension, their school, are World Class by using the training videos and assessment forms provided to assess them against a framework of WCSQM skills and competencies.

Any students involved in the accreditation process for their school are eligible to apply to be a WCSQM shadow assessor, as long as consent has been granted by your school. Training is provided, and you are supported throughout the process by your allocated qualified assessor, as well as by the WCSQM Assessment Manager.

Shadow assessors receive detailed guidance prior to beginning their role, including information on timings - when the assessment process will take place, hours of work involved etc. so you can check with your teachers/parents prior to taking on the role that you have the available time to dedicate to the role.

The role itself includes

- Using the assessment forms provided to assess a school's self-audit application.
- Attending the assessment centre and shadowing your allocating student/s as they undertake a real-life work project, assessing their skills and competencies against the WCSQM framework provided.
- Completing assessment forms during and post the assessment centre summarising your students' strengths and areas for improvement, within the deadline provided.

Students successfully completing the shadow assessor process are awarded qualified assessor status at the WCSQM Awards Ceremony in December. You are then eligible to take on the role of qualified assessor the following year, for which you / your school is remunerated for your time.

### The benefits of being a shadow assessor

- The opportunity to develop key skills invaluable in further and higher education and the workplace, including
  - Peer to peer assessment skills
  - In depth communication skills ranging from facilitating email communication among the students you are assessing, maintaining clear face to face communication with the students you are assessing to gain an understanding of their working methods and way of thinking for the purpose of assessment, and the development of report writing skills.
  - Development of team work, negotiation and diplomacy skills
  - Shadow assessors receive bespoke references for UCAS/employment applications, available on request.

## WCSQM skills development role

WCSQM is a small but rapidly growing charity, and we rely heavily on the support of partner organisations, schools and students giving their time and expertise to help us develop new, exciting opportunities for our alumni students and for the benefit of our accrediting schools.

Where possible we will work with students who volunteer their time and skills to support the development of WCSQM while also helping to build their own skills and gain work experience that will help them access their preferred further and higher education courses and employment opportunities.

These are a few skills development roles students could choose to take on as work experience - all of which can be undertaken in your own time, from the comfort of your own home.

- WCSQM Alumni Association committee member - our committee members are actively involved in the promotion of the Alumni Association to increase awareness and membership across alumni students from accredited World Class schools UK wide. They do this through regular communications with members and via social media, by chairing individual interest groups for the benefit of alumni members, and by representing the Alumni Association at WCSQM events. They are always happy to speak with students keen to get involved, and to have a say in the development of the Alumni Association for the benefit of new and existing members.
- Web development - students help us to develop the WCSQM website, installing new features, optimising the site and updating the graphics, as a way of building experience and practising skills learned during their college and university courses.
- Fundraising - students develop their fund-raising expertise, supporting WCSQM with grant applications
- Commercial development - students develop their commercial acumen, supporting WCSQM to develop its suppliers directory.
- Design of materials - students with experience in graphic design have helped us to design our event and charity branding, developing colours and graphics that represent the work of WCSQM.
- Blog writing - we have a page on the WCSQM website dedicated to publishing blogs from World Class alumni.

If you have a World Class skill you would like help to showcase / develop please get in touch - we may be able to develop a role specifically for you.

All alumni who volunteer for us receive a reference.