

Role Profile – Assistant Marking Programme Leader (AMPL)

Purpose:

An assistant marking programme leader (AMPL) is responsible for supporting the marking programme leader (MPL) in maintaining agreed marking standards for the test cycle within their remit and will be a member of the marking programme team (MPT). The AMPL forms part of the core team, be responsible for the selection, categorisation and definitive marking of the regular quality assurance segments that are used to ensure that marking standards are maintained during the live marking process. The AMPL manages a maximum of ten senior markers, consisting of both senior markers or regular and specialist teams and will undertake performance management activities for their team against key performance measures.

The primary role is to support the MPL and manage senior markers. An AMPL will also have responsibilities for marking pupil scripts to required levels and acceptable standards, but with a reduced allocation. This allows insight to marking ahead of manual and review marking. These activities will be under the direction of the MPL and staff from the assessment team. There may be a requirement to undertake duties during weekends and holiday periods in your own time outside the live marking period. AMPLs can seek to move through the marking hierarchy as they gain further experience of the role.

AMPLs will be invited to participate in a group interview session which will assess the following:

- Interpersonal skills, candidates will need to have the ability to successfully lead teams of individuals and communicate complex information in a variety of ways to suit individual marker requirements.
- The ability to work as part of a team to achieve set goals.
- Leadership qualities and the ability to create a team culture.
- Interpersonal skills
- Communication skills
- Problem-solving skills
- Decision-making skills
- Collaboration skills
- Staff training and development

Experience / Qualifications Needed

- Qualified teacher status with a minimum of one full academic year's teaching (preferably at primary school)
- Marked national curriculum tests in the last 3 years.

Specific Responsibilities

- Support the quality assurance processes in accordance with agreed policy and instruction.
- Be available to monitor, manage and provide support to a maximum team of ten senior markers as they complete quality assurance scripts and throughout the marking period as they provide support to their marking teams.
- Be responsible for the selection, categorisation and definitive marking of regular seed and calibration segments which will ensure that marking standards are maintained during live marking.
- Undertake the role of a marker and the marking of any unmarked scripts or scripts requiring to be remarked when required ensuring standards are maintained.
- Undertake the performance management activity of the senior markers and regular markers against key performance measures.
- Attend and fully participate in quality assurance meetings.
- Attend and fully participate in manual and review marking activity.
- Act as an escalation point for any challenges about marking during the marking period. AMPLs will be asked to undertake additional activities. These activities could include the following:
 - Deliver all mandatory virtual training sessions
 - Participate in workshops
- Responsible for completion of marker grades with relevant team
- Review report writing

Requirements

- Have excellent interpersonal skills and be able to engage positively with all members of their team, providing leadership and support as required.
- Be able to communicate professionally, confidently, and effectively; work professionally and co-operatively with stakeholders, other markers, and the assessment team.
- Have excellent organisational and administrative skills; good forward planning and time management skills and provide attention to detail.
- Have a home computer or laptop, which is compliant with our minimum specifications (as detailed in the letter of appointment), a headset/earphones with microphone and a webcam (integrated or attached).
- Have a reliable broadband internet connection and a private personal e-mail address. (not a school or work email address).
- Undertake marker training online, through a training plan covering both mandatory e-Learning and virtual classroom sessions.

- Download the Virtual Classroom app to access virtual classroom sessions
- Can travel where required to complete a right to work check or has registered with the Government digital ID service
- We strongly recommend having a large second screen to display and annotate digital versions of training materials has been a Key Stage 2 marker for Capita in the last three years.

Expectations

- You must respond to all emails and phone calls from both Capita and your team within 24 hours.
- Have personal IT equipment capable of running the on-screen marking system (MarkManager, Tessello, egress, Virtual Classroom, PAG).
- Have relevant malware and appropriate virus protection software.
- Completion of the relevant online training modules.
- Ensure preparation time as provided by Capita is used to fully prepare for any meeting or training delivery as required.
- Have a suitable internet connection and a personal email account which you do not share with anyone else.
- Ensure confidentiality of Capita, pupils and all materials shared as part of your role as a member of the marking team. Undertake all marking activities such as virtual training and on-screen marking in a private place.
- Act always in a way which will not bring Capita, its clients, its employees, and its representatives into disrepute. Do not disclose any information about any aspect of your work with 'Capita' e.g., on forums, social networking sites etc. Please refer to the social media, user security and acceptable use policies for further information.
- Ensure you can deal with queries relating to the relevant specification, standards, mark schemes and guidance (if applicable).
- Maintain regular contact with your supervisor (as defined in the marking hierarchy) as required, escalating issues as they arise. As well as informing your supervisor immediately if you are not able to complete any aspect of your role to the agreed deadlines.
- Carry out (within reason) other tasks that Capita employees/representatives give you.
- Undertake thorough proof-reading of user acceptance testing (UAT) materials whilst attending specific UAT events.
- Participate in the virtual training activities for all allocated marking. You will not be permitted to mark a segment or undertake supervisory duties if you fail to successfully complete the qualification for the segment.
- Complete qualification activities online using the mark scheme and marker guidance, contacting your supervisor with any queries, or required feedback.
- Mark pupil responses as required.
- Mark all segments allocated to you in line with the marking schedule. You may be temporarily stopped on specific segments if your marking is not even across all your allocated segments. Segments may be

removed from your allocation if marking is not completed by the required deadlines.

- Complete your marker feedback form which can be found on the PAG and submit these reports through the portal.
- The email address used to register as a marker cannot be a school or work email address and must be personal.