

Role Profile – Senior Marker

Purpose

A senior marker is responsible for supporting the marking programme team in maintaining agreed marking standards for the test cycle within their remit. Senior markers are responsible for the delivery of virtual training to markers. A senior marker will typically manage a team of up to 10 markers, depending on previous experience and whether they are a senior marker of regular or specialist teams of markers. Where supervisory responsibility will be increased, we will communicate with the supervisor to ensure they have the capacity to supervise additional markers before allocating. Additionally, they will undertake the duties of a marker, but with a reduced marking allocation.

Senior markers are responsible for the marking of pupil scripts, in accordance with the mark scheme, which will be marked on screen using MarkManager whilst adhering to procedures and scheduled deadlines. This will be done on a remote basis (at home). Senior markers may also be required to attend training and mark at the manual marking event.

Subject specific knowledge is necessary to apply the mark scheme. Senior markers are required to use professional judgement to interpret pupil responses and accurately apply the mark scheme. These activities will be delivered under the direction of the marking programme team and the SQA assessment team. There may be a requirement to undertake duties outside of the live marking window. A senior marker is expected to be available for manual marking, and review marking should they be required. For review marking, English reading and English grammar, punctuation and spelling senior markers may be required.

There are two categories of senior marker. Senior marker of regular teams and senior marker of specialist teams. The distinction of 'regular' or 'specialist' refers to the type of markers they are leading, not their own experience and marking allocation.

Senior markers can seek to move through the marking hierarchy as they gain further experience of the role.

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

- Routinely perform an agreed amount of check marking quality assurance activities on your team of markers.

- Deliver comprehensive virtual mark scheme training to markers (cascade training).
- Ensure accurate, consistent application of the mark scheme and agreed standards during marking, working in conjunction with the assistant marking programme leader.
- Undertake the duties of a marker, but with a reduced marking allocation.
- Be available to monitor, manage and provide support to markers as they complete practice, qualification and quality assurance scripts, and throughout the marking period.
- Assist in the performance management activity of markers against key performance measures.
- Undertake the role of a marker and the marking of any unmarked scripts or scripts requiring to be re-marked when required ensuring standards are maintained.
- Senior markers may be asked to undertake additional activities. These activities could include, taking part in manual and or review marking.
- Responsible for completion of marker grades with relevant team

Requirements

- Can work well under pressure.
- Can meet deadlines.
- Be IT literate.
- 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.
- 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.
- 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, as well as other online platforms such as Tessello, Egress, Virtual Classroom, PAG, and any future technical solutions if required. 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.
- 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 forms 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.