



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. Each role is designed to support the development of World Class characteristics. Here you will find an overview of the volunteer roles available for World Class students, the experience, skills and characteristics 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, if you have been nominated for the [Student Character Campaign](#), or been shortlisted for a [WCSQM Award](#) in any other category, 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](#).

Development and demonstration of World Class Characteristics

WCSQM volunteers can use the skills they develop during their volunteering experience to demonstrate World Class characteristics, providing evidence for the students' completion of their framework areas in the WCSQM online app. For students aged 16+ their volunteering experience and development of WCSQM characteristics can feature on their LinkedIn profile.

[Download an overview of the World Class characteristics for each WCSQM volunteer role.](#)

Student ambassador volunteer roles

Event 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 four key annual events

- The annual Symposium (July)
- The assessment centre (March / Oct)
- 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.

WCSQM Student Assessor

Volunteer student 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.

Primary school students in Years 5 / 6 and secondary school students from any year group are eligible to undertake the WCSQM Assessor training, which consists of completing example assessment forms across four different modules, and can be completed over time to fit in with your school work and other extracurricular activities. A member of staff at your school will be on hand to support you and sign off your training. Once you have completed the training you will typically be allocated the next available assessment period (usually one per term) to complete your first assessments, and you will be allocated one or more types of assessment (see below).

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.

In each term there is a 6 week assessment period, during which you can take on one or more of the following assessment roles, depending on your availability, and the assessments required to be completed in that period. Typically you will take on the Quality Assurance role in addition to your own assessment role:

- Watching a school's self-audit video and completing the assessment form to indicate their fulfilment of the relevant criteria using the WCSQM assessment framework.
- 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.
- Using the forms provided to assess the World Class characteristics of 6 students via the WCSQM online app.
- Reviewing and quality assuring the completed assessment forms of at least one other student assessor

Students can use the assessor training and assessment experience to evidence the development of [World Class characteristics](#) on their WCSQM app, and will receive certification from WCSQM endorsing these characteristics following both the training, and completion of the assessment process for each type of assessment.

WCSQM Alumni Association Committee Member

The WCSQM Alumni Association is run by a [dedicated committee](#) of World Class alumni students at school and university level. The committee work together and in partnership with WCSQM to identify and promote opportunities for World Class alumni students to:

- Access peer to peer networking and social opportunities in person and online via social media
- Access useful links, advice and engagement opportunities in their area of interest to open up further education and career pathways.

The role of WCSQM Alumni Association Committee Member is a highly rewarding one that will give you an invaluable opportunity to make a difference to the future of students across the UK, to help build a powerful network of inspirational young people, and help you build relationships with World Class peers that could become friends for life.

The Alumni Association Committee are always looking for positive, dedicated and enthusiastic young people to join their team, to help grow the Association and strengthen the positive impact it can have for World Class students in non-selective state schools. These are some of the posts currently available, but you're not limited to these roles - the Committee can adapt a role perfectly suited to you!

1. Social Media Lead – responsibility to delegate social media platforms to alumni but to oversee.
2. LinkedIn Lead
3. Recruitment and Membership Lead – Direct contact for any interest from schools or students, ensure welcome email and welcome pack are sent encourage sign up through with help from other members of committee.
4. Chairs of the Facebook groups – Physics and Mathematics: Technology and Engineering: Human Science: Performing Arts: Social Science: Humanities and Languages

If you have an area of interest or expertise that you feel could benefit your fellow World Class students, or are interested in getting involved in any way, do get in touch, we'd love to hear from you. You can be involved as much or as little as you like, to fit with your available time and work / education commitments.

Benefits of joining the Committee include...

- The opportunity to attend and present at high profile WCSQM events around the UK
- Bespoke references to support your further education / career applications / personal statement
- A flexible work experience opportunity to help you use your time and skills in a way that works for you and could make a difference to the future of students across the UK
- The opportunity to develop and demonstrate [World Class characteristics](#)

[Meet the WCSQM Alumni Association Committee](#)

To find out more about joining the Committee email alumni@worldclass-schools.org

WCSQM Mentor

Any Year 4 - 13 student attending an accredited World Class school can be a WCSQM mentor. You will be nominated by your school to be a mentor because you are an exemplary World Class student. We rely on our WCSQM mentors to role model and inspire students from other schools to develop their World Class characteristics. You will be working in a team of other student mentors from your school and will be allocated a school that is working towards becoming World Class. You will need to be familiar with the World Class [characteristic frameworks](#) for either primary or secondary school, and will need to understand how our [app works](#), if you have not used it directly yourself.

Your tasks and responsibilities will involve any or all of the following:

- Researching the school you are working with
- Making sure you know the names and year groups of the students you are working with
- Checking any safeguarding arrangements that are necessary with your teacher
- Arranging a series of online meetings with the student team from your allocated school
- Listening to the students about the characteristics they have proved and the characteristics that they want to prove
- Giving the students advice on the evidence they could use to prove the characteristics
- Giving the students praise, positive support and encouragement
- After each meeting, making notes of what the students told you
- Using the notes to refresh your memory about the students you are mentoring between each meeting

Students can use their mentoring experience to evidence the development of [World Class characteristics](#) on their WCSQM app, and will receive certification from WCSQM endorsing these characteristics following both the training, and completion of the assessment process for each type of assessment.

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.

info@worldclass-schools.org

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- 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 WCSQM characteristic certification, endorsements via LinkedIn and, on request, a bespoke reference.

How to apply for a volunteering role at WCSQM

If you are a student at a World Class accredited school, or a WCSQM Alumni student interested in being an assessor, or taking on another volunteering role, you can either speak to the WCSQM staff representative at your school who can contact us to arrange this for you. Or you can contact WCSQM directly on info@worldclass-schools.org or call 01727 576 047.