



Volunteer Role Description
Peer Supporter Course Marker
November 2023

Date last reviewed: 27/04/23

Next review due before: 27/04/24

Person responsible: Caroline Harrower, Alice Manson, Laine Perks

ABM Voluntary Role Description

ABM role title	Peer Support Course Marker PSCM
ABM role reference	PSM/NOV23
Date	November 2023
Responsible person	Alice Manson, Laine Perks

Background of post:

This is a flexible volunteer position that typically requires a minimum of 1-2 hours of work per week.

To prepare for this role, you will receive training on how to access the pathways on the ByteKast platform. This will include guidance on how to mark student work effectively, as well as tips and strategies for providing constructive feedback to students, then communicating feedback to students in a clear and constructive manner, and for making suggestions to them for revisions if necessary.

As a Peer Support Course Marker, you will work from a pre-populated template to mark, review and assess the work submitted by students in the course.

You will be working alongside a team of other markers and will be fully supported by your Peer Support Course Coordinators (Alice and Laine).

Overall, the Peer Support Course Marker role offers a great opportunity to support the training and development of peer supporters with the ABM.

Main duties:

1. Committing to doing the training over teams to access the platform on ByteKast.
2. Agreeing to set aside some time each week to mark through the students worksheets.
3. Maintaining our tracker on excel, to keep tabs on students progression.
4. Working cooperatively and communicating with your PSCC (peer supporter course coordinator) as appropriate.

5. Working with the marking team to collectively contribute towards suggestions for improvements.

Person Specification (those with an * are considered essential)

Experience, Knowledge and Skills

- Qualified PS or above and up-to-date with ABM responsibilities. *
- Able to use Office 356 suite. Comfortable using email. *
- Strong communication skills including being a good listener, empathy, warmth and clarity.
- Familiarity with the volunteer documents and guidelines. *
- Able to work alone but also part of a team. *
- Able to be proactive and stay motivated.