

## **Caption Editor Job Description and Person Specification**

**Pay:** £15 per hour

**Hours:** Various – variable and flexible hours dependent on student needs; a variety of assignments will be available, some require flexibility to carry out work during the day time, evenings and weekends, during term-time and occasionally vacations.

### **About the role:**

As a caption editor you will support students' learning by editing captions for educational recordings, correcting all meaningful errors. You will also produce transcripts based on the caption text where needed.

Captions benefit students with a variety of needs, including those with hearing impairments, visual impairments (where captions and transcripts can aid note-taking), and neurodivergent students (including specific learning difficulties and autism) where reading text alongside listening can support information processing. Captions are also useful for all students by giving flexibility to turn off the sound, to access a video in noisy environments, and as an aid to notetaking and clarifying terminology. Therefore the work of a caption editor provides crucial support for students.

Panopto automatically captions lecture recordings and although Automatic Speech Recognition (ASR) has improved in recent years, accuracy is variable. Accuracy can be affected by sound quality, the clarity, pace and accent of the speaker, and by the terminology used. Significant inaccuracies, especially with specialist terminology and maths notation, will remain even with the most accurate ASR captions.

The Public Sector Bodies Accessibility Regulations 2018 (PSBAR) requires Universities (as public sector bodies) to make best efforts to provide accurate captions on video content. Universities also have an anticipatory duty under the Equality Act 2010 to ensure that all students can access learning resources on an equal basis.

### **Job Description - Main duties and responsibilities**

- To provide fully accurate captions for educational recordings, by correcting all meaningful errors and ensuring that all the words spoken in the recording are included in the captions. Guidance and support will be provided on editorial principles and use of Panopto.
- Make use of the available lecture materials to identify the correct spelling of specialist terminology and phrases, and to look these up using other resources available via the internet or the relevant canvas course where necessary.

- To provide edited captions (normally in Panopto) by an agreed deadline (likely to be linked to the course timetable), subject to the lecture recording becoming available at the expected time. Where captions are being produced for an individual student, caption editors will liaise directly with the student to ensure that the corrected captions are available by an agreed time that meets their needs.
- To provide transcripts (based on the corrected captions) where these are needed for an individual student. In most cases this will involve provision of an electronic transcript in Word or .txt file format. The text will be formatted with paragraph breaks and with timecodes removed within paragraphs. Individual students may prefer a specific file format or text layout, and caption editors will meet student needs wherever possible.
- To maintain regular contact with the student (where applicable), from the outset of your work, to ensure they are receiving the captions (and transcripts, where applicable) in a timely fashion and in a mutually agreed format.
- To complete and return, as requested, relevant management information to DAS Caption Editor Coordinator accurately and promptly.
- To complete TSS timesheets at the end of each week during each caption editing assignment.
- To use University IT support for Panopto and Canvas to resolve any technical issues.
- To work in a professional, helpful and flexible manner, maintaining confidentiality at all times.
- To be mindful of the importance of the role you are engaged in for the student experience.
- To liaise with the Disability Advisory Service on an ongoing basis, in order to monitor support, provide adequate notice if you are unable to carry out work and ensure notification of any changes to your availability for work or contact details.
- To engage in training relevant to the role and occasional supervision / team meetings where relevant.

## **Person Specification:**

### **Essential**

1. Evidence of education to degree (or equivalent) level, ideally with experience in the subject required for caption editing or a similar field.

2. Ability to listen attentively and to understand complex materials, working rapidly with attention to detail and accuracy.
3. A high proficiency of written English, including accurate spelling and grammar skills.
4. Ability to carry out routine, repetitive tasks whilst maintaining concentration.
5. Good IT skills and access to a computer with internet connection.
6. Accurate typing skills.
7. Ability to work on own initiative, independently and to deadlines.
8. Well organised, punctual and reliable.
9. Have a positive attitude towards equality and access for people with disabilities.
10. The ability to communicate sensitively and tactfully, both orally and in writing, with individuals at all levels within the University.

### **Terms and conditions**

The number of hours and days worked by caption editors are flexible, based on student need.

Successful candidates will become registered with TSS and will then be eligible for selection for Caption Editing assignments as they become available. We cannot guarantee a fixed amount of work. All roles are part-time. Successful candidates will be required to work within TSS and University guidelines and in line with relevant policies and procedures at all times. This includes a commitment to submit accurate records and time sheets promptly.

To apply complete the [application form](#) and send with a CV to: [nmh@admin.ox.ac.uk](mailto:nmh@admin.ox.ac.uk). We recruit throughout the year.

**Other support roles available include:**

- Library Support Assistants - to support students with sourcing, copying and scanning materials)
- Practical Support Assistants (General/ Laboratory/ Sighted Guide) - this can include a variety of support functions, depending on students' needs. Examples include providing practical and mobility support, such as helping to manipulate a wheelchair, assisting a student with carrying study materials or items of equipment or acting as a sighted guide for a visually impaired student.
- Examination Support Workers – including Readers, Scribes, Prompters
- Study Assistants (ASD) - to provide assistance to students with Autistic Spectrum Disorder (ASD), to support with organisation, social interaction, prioritising workload and understanding ambiguous terminology or instructions.