

Notetaker Job Description and Person Specification



Pay: £15 per hour

Hours: Various – a range of positions are available, amount of hours dependent on student's needs, but some positions require flexibility to support during the day time, evenings and weekends, during term time and occasionally vacations.

Responsible to: Senior Disability Adviser - Disability Advisory Service

About the role:

As a Notetaker you will support a student's learning by providing clear and accurate notes as a record of lectures or classes. Students may have difficulties taking notes for a number of different reasons, for example sight or hearing impairments, specific learning difficulties or because writing is difficult and painful. Notes are essential tools for learning and revision, therefore the work of a Notetaker provides crucial support.

Job Description - Main duties and responsibilities

To provide the student with an accurate and full account of the information conveyed in lectures or classes where it is necessary to take notes.

- To ensure notes are clear and comprehensive. This requires fast and accurate typing, legible handwriting, accurate spelling and the ability to extract all relevant information from lecture material.
- To provide notes to the student within 48 hours, in an agreed format to meet their needs. (In many instances this will involve provision of typed notes, but might also include alternative formats, such as handwritten/ large print/ on A3 paper/ on coloured paper/ delivered by hand to College pigeon hole/ typed-up or scanned and sent via email to a College email account).
- To maintain regular contact with the student, from the outset of your work, to ensure they are receiving notes in a timely fashion and in a mutually agreed format. Please note that some students may favour contact to be by e-mail.
- To complete and return relevant paperwork accurately and promptly.
- 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 for

whom you are working.

- To liaise with the Disability Advisory Service on an ongoing basis, in order to monitor support, provide adequate notice if you are unable to attend lectures 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 note taking or a similar field.
2. Accurate spelling and grammar skills
3. Ability to provide clear, succinct and relevant materials for students in their preferred format.
4. Good IT skills and access to a computer (notes often need to be typed up and formatted).
5. Clear and legible handwriting at speed
6. Ability to work on own initiative, independently and to deadlines
7. Well organised, punctual and reliable
8. Have a positive attitude towards equality and access for people with disabilities.
9. The ability to communicate sensitively and tactfully, both orally and in writing, with individuals at all levels within the University

Desirable

1. Previous experience of taking notes in an education environment.
2. Experience of studying at a Russell Group university or international equivalent

Terms and conditions

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

Successful candidates will be employed on a temporary basis through the

University's Temporary Staffing Service (TSS) and 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 visit the [Student support opportunities web page](#) or email

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, Promoters
- 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.