

Note Taker

Role Description and Person Specification



Hours: Various – the number of hours depends on student need.

About the role

You will be working with the University's Disability Advisory Service (DAS) to provide what is termed non-medical help (NMH). 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

- Provide the student with an accurate and full account of the information conveyed in lectures or classes where it is necessary to take notes.
- 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.
- Funding is only for the actual lecture time. However, if the student needs a format that requires additional editing of the notes, then this additional time will be agreed as part of your assignment.
- Provide notes to the student **within 48 hours**, in an agreed format to meet their needs.
- 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.
- Be mindful of the importance of the support role that you are engaged in by working in a professional, helpful and flexible manner, maintaining confidentiality at all times.
- Liaise with the Disability Advisory Service (DAS) on an ongoing basis, in order to monitor support, give adequate notice if you are unable to attend lectures or undertake remote working as agreed in the initial assignment. Ensure notification of any changes to your availability for work or contact details.
- Complete the Canvas NMH Staff Induction course *before* your first assignment. Engage in relevant training appropriate to the role and attend team meetings where relevant.
- Maintain accurate records of support, so that, if needed, your work can be audited.
- Understand and be flexible to the needs of students with disabilities in a higher education environment and the boundaries that need to be observed.

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. Well organised, reliable, punctual and respect professional boundaries at all times.
3. Ability to communicate clearly, professionally and sensitively, both orally and in writing, with individuals at all levels within the University.
4. Must be able to maintain accurate records, stored appropriately, paying close attention to confidentiality agreements.
5. Must show a positive attitude towards equality and access for people with disabilities.
6. Ability to work proactively using own initiative, working independently and to deadlines.
7. Have a sound understanding of the nature of study at the University of Oxford.
8. Accurate spelling and grammar skills.
9. Ability to provide clear, succinct and relevant materials for students in their preferred format.
10. Good IT skills and access to a computer.
11. Clear and legible handwriting at speed.

Desirable

1. Qualifications or evidence of training or experience relevant to working with disabled students.
2. Personal study experience at the University of Oxford or experience of provision of student support in Higher Education or other social or educational support settings.

Employment Terms and Conditions

The number of hours and days worked are flexible and based upon student need and will reflect the relevant lecture or class timetable. Note Takers are contacted when work is available and have the option to confirm availability or not.

All successful candidates must complete disability awareness training and induction. (NMH Induction Training Canvas Course)

Note Takers can attend lectures in person to take notes, however in some cases it is also possible to create notes from the lecture recordings. This will be clarified when the assignment is advertised and set up. Please note that, in general, notes should be created in a time that is no longer than the time taken by the lecture. Notes for a one-hour lecture should be created within an hour, as if you were attending the lecture for yourself and leaving it with your completed notes.

Successful candidates will be registered with University's Temporary Staffing Service (TSS) and will then be eligible for selection for assignments as they become available. We cannot guarantee a fixed amount of work. All roles are part-time. Candidates will be employed on a temporary basis through TSS and will be required to work within TSS and University guidelines and in line with relevant policies and procedures at all times, including a commitment to submit accurate records and time sheets promptly.

To apply visit the [Student support opportunities web page](#) to complete an application form which should be returned with a CV by email to nmh@admin.ox.ac.uk.