

Proof-Reader – Job Advertisement

Theorise is looking for a detail-oriented and experienced Proof-Reader to support students with specific learning difficulties by helping them submit clearly written academic work. This role is part of Theorise external support team and focuses on providing structured proofreading assistance in accordance with academic integrity guidelines.

Proof-Readers work with students who require support with written accuracy due to conditions such as dyslexia. The role involves reviewing grammar, punctuation, and spelling while maintaining the student's own voice and ideas.

What is the role of a Proof-Reader?

Proof-Readers review students' work and assignments, primarily to correct spelling, grammar and punctuation errors. Proof-Readers do not edit or correct work in other ways, although if the information being reviewed is not clear, they may clarify the intended meaning with the student or make suggestions.

Personal proofreading support is recommended by Colleges/Universities only in very limited circumstances. The Colleges/Universities have a range of networked software programmes available to enable proofreading and spellchecking of documents. Students are strongly encouraged to make use of these tools for checking their work, so they become independent and confident academic writers. The use of personal Proof-Readers is therefore restricted to students for whom the use of this software is not considered feasible. Decisions are based on an assessment of the student's needs.

Main duties and responsibilities

- Review and correct grammar, punctuation, and spelling in student assignments.
- Suggest improvements without altering meaning or writing style.
- Discuss expectations and timescales with students in advance.
- Deliver support in line with Theorise, university, and DSA policies.
- Communicate with Disability Services or academic staff where necessary.
- Maintain confidentiality and meet agreed return times.

Skills, Knowledge & Experience required

- Strong grammar, editing, and written English skills.
- Good communication and planning abilities.
- A supportive and respectful approach to working with students.
- Experience working with students with learning difficulties is desirable.
- Ability to use Word or Google Docs with Track Changes/comments features.

Qualifications

Applicants must hold:

- A degree in a relevant subject

AND

- Demonstrable experience in proofreading or copy editing

Working Conditions & Pay

Proofreading is typically done remotely and based on word count or submission deadlines. Timescales are agreed in advance between the student and proof-reader, with our standard allowance set at 1000 words per hour.

Pay Rate: £17.25 per hour + holiday pay accrual on a PAYE basis