

Note Taker

Theorise is looking for academic note-takers to work with students. The ideal note taker will have a knowledge & experience of either working or studying in a higher education environment. The ideal candidate will have a strong work ethic and attention to detail to ensure the notes taken for students are accurate and sufficient for the student to use for their studies.

The role of a Note-Taker

Note-Takers are required to support students with ensuring they can access a record of key points from their lectures where they are unable to do so themselves for a variety of reasons including:

- A hearing impairment
- A visual impairment
- A long-term physical impairment affecting the ability to hand write
- A temporary condition such as a broken arm
- Auditory processing or attention difficulties

What is expected of Note-Takers?

The following are standard expectations of Note-Takers at Theorise:

Notes should be:

- Legible
- Clear and consistent
- On one side of a page

Main duties and responsibilities

- Producing accurate and legible handwritten* / typed notes for lectures, seminars/tutorials and group tasks.
- To review notes at the end of the lecture and ensure they are in a suitable format for the student to access effectively.
- To maintain a professional role as a note taker and be aware of the need to always maintain this positive but professional working relationship with the student.
- Deliver support according to Theorise and each of our Clients' guidelines and codes of conduct.
- A flexible approach to working hours is required.
- Manage paperwork effectively, i.e. completing time sheets and any reports required.
- You will be expected to represent Theorise in a professional manner, this includes adhering to our policies regarding confidentiality and safeguarding.

*some students will require typed notes and if these cannot be fulfilled during the session it is expected the note taker will type these up at home and provide to the student in a 24-hour period.

Skills, Knowledge & Experience

- We expect you to have good communication and organisational skills, a willingness to support students with particular needs, and an approachable, patient and understanding manner.

- Ability to discuss and understand how a student would like their notes laid out and what particular areas they require focus on.
- Experience of working with students in a higher education environment or having experience in studying at college or university level.
- Have neat handwriting – able to produce legible notes.
- Accurate spelling and grammar skills.
- Ability to work under time constraints.

Support will be carried out based on the timetable of the students you are assigned to work with. Hours may vary considerably on a student-to-student basis, but these are usually in working hours. (Mon-Fri 0900 – 1700). This role will likely have both face-to-face aspects working with students on campus as well as the option to work with students remotely dependant on preferences.

Pay Rate: £17.00 per hour + holiday pay accrual on a PAYE basis.