

Note-Taker

Theorise is looking for academic note-takers to work with students. The ideal Note-Taker will have a knowledge and 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 and clearly typed
- Thorough, clear and consistent
- On one side of a page

Main duties and responsibilities

- Producing accurate and legible 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.

Skills, Knowledge & Experience required

- 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 a good touch typing speed – able to produce legible notes.
- Accurate spelling and grammar skills.
- Ability to work under time constraints.



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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: £17.50 per hour + holiday pay accrual on a PAYE basis.