

## Note-Taker – Job Advertisement

Theorise is looking for reliable and detail-oriented Note-Takers to support students with a variety of access needs by providing accurate, clear, and legible lecture notes. This role is part of Theorise's external support team and ensures that students who are unable to take their own notes due to a disability or learning difficulty can still access the key points and structure of their classes. Note-Takers are essential in ensuring students remain engaged and supported across their modules. The role requires active listening, strong typing or handwriting skills, and the ability to summarise and organise academic content in a student-friendly format.

### What is 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

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

Notes should be:

- Typed or, if no alternative, handwritten and legible
  - Clear and consistent
  - Given to the student on the day of the lecture unless agreed otherwise with the student
- Note-Takers are not expected or allowed to contribute to discussions.

### Main duties and responsibilities

- Attend scheduled lectures or online sessions and produce high-quality notes.
- Discuss note format and preferences with the student.
- Submit notes promptly and in agreed formats.
- Deliver support in line with Theorise and university/college guidelines.
- Complete timesheets and records accurately.
- Communicate with academic staff or Disability Services where necessary.
- Represent Theorise professionally and maintain confidentiality.

### Skills, Knowledge & Experience required

- Fast and accurate typing or clear handwriting.
- Excellent grammar, spelling, and written communication.
- Ability to work independently and meet submission deadlines.
- Experience of working or studying in a higher education environment is desirable.
- Knowledge of inclusive education and support needs is beneficial.

### Qualifications

It is essential that applicants hold a degree or equivalent.

Additionally, the following are desirable:

- Experience supporting students in higher or further education
- OCN or other recognised Note-Taking certification

### Working Conditions & Pay

Support is typically delivered in person during scheduled lectures (Mon–Fri, 9am–5pm), though remote note-taking is occasionally requested. Flexibility may be required based on student needs and class times.

**Pay Rate: £18.00 per hour + holiday pay accrual on a PAYE basis**