



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Note-takers (manual and electronic), Disability Services



Salary: Note-takers are paid on an hourly basis, submitting a timesheet for every hour worked. The starting rate of pay is £10.55 per hour which correlates to University Grade 4 (£19,202 – £22,017 p.a. pro-rata).

Reference: SESS01112

Contracts are available on a minimum number of contracted hours per year basis

Note-takers (manual and electronic)

Disability Services, Student Education Service

Would you like to support the academic progress of students with barriers to learning? Do you have graduate or equivalent level knowledge in one or more subject area? Are you able to listen, comprehend, process and précis information, and write legibly at speed, working at the level of undergraduate and postgraduate in both lectures and seminars? Do you have regular availability (eg at least a half day per week) during the main University teaching hours?

As a note-taker you will be responsible for providing handwritten or typed notes to disabled students. This might include working in unfamiliar subjects, and having to make sense of unfamiliar vocabulary and subject matter.

With a commitment to providing support to disabled students, you will bring strong organisational skills along with the ability to communicate complex and specialist information clearly and in an appropriate format for both UG and PG students.

What does the role entail?

As a note-taker, your main duties will include:

- Creating a set of comprehensive summary or 'live access' notes in lectures, seminars and other taught sessions at undergraduate and postgraduate level by:
 - Listening and observing visual aids and other contextual information;
 - Précising and writing (or drawing/copying) as appropriate to the academic context and student or typing directly onto a laptop using specialist software;
 - Identifying when it is appropriate to take manual (handwritten) notes and diagrams, and be able to do this legibly, accurately and promptly;
 - Liaising with the student on priorities and format issues;
 - Capturing the breadth of content in a session, so as to enable the student to follow the session – for example taking notes of conversations/debates so that a deaf student can follow all that is taking place in the session;



- Being confident and flexible enough to work in a variety of environments, including lectures, seminars, laboratories and workshops, from large to small group working environments;
- Preparing notes when required by the support worker team, for example by:
 - Checking content, eg by intranet research or contact with the lecturer;
 - Transcribing the notes into appropriate format for the individual student (eg electronic, large print, summary notes, while meeting style or content preferences);
 - Delivering notes to the student in hard or electronic (e-mailed) copy;
- Responding professionally and positively to student requests for a change in note-taking style, helping them to identify and articulate their requirements and providing notes in a style which best meets their needs;
- Attending formal note-taking training, meetings and adhering to the standards and expectations of the service;
- Creating and maintaining appropriate relationships with the service, teaching staff and students. This may include advising on note-taking practice issues and/or referring elsewhere as appropriate;
- Keeping accurate records and carrying out associated admin tasks (including reading and responding to communications and advising on student absence) as requested by the support worker team and service staff;
- Responsibility for health and safety issues, including identifying and advising on suitable working arrangements for note-takers and raising concern or seeking guidance when required.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Note-taker you will have:

- Familiarity with the Higher Education environment and the methods of teaching for at least undergraduate study;
- Ability to offer graduate, or equivalent level knowledge, in one or more subject disciplines in an under-represented or 'in-demand' area. These are currently computing, maths and languages (French, Spanish, German, Portuguese and Latin) or related domains;



- Ability to communicate complex and specialist information clearly and in an appropriate format for both UG and PG students. Excellent standards of English, both in terms of understanding (e.g. unfamiliar subjects/vocabulary, complex information/concepts different accents and dialects) and presentation (legible handwriting, accurate spelling and grammar, including free writing under time constraints);
- Ability to comprehend, process and précis complex information, to identify key points and to present these in a format appropriate to student needs;
- Commitment to the delivery of a professional service;
- Strong organisational skills and ability to maintain accurate records;
- Working knowledge of word processing, internet and e-mail, and willing to attend further training if needed;
- Available for regular work (to the equivalent of 2 days per week) during the main University teaching weeks (normally between 9:00 and 17:00, Mon-Fri, 22 weeks/year);
- Ability to form and maintain good working relationships with a wide range of people including students, professionals and colleagues;
- Ability to work with tact and sensitivity, including with people in distress or in challenging situations;
- A commitment to providing support to disabled students, with an understanding of the social model of disability;
- Physical and sensory requirements including:
 - Ability to see the lecturer and read visual aids to carry out the tasks outlined;
 - Ability to hear/understand spoken information and identify key facts;
 - Ability to transport and set up standard laptops and peripherals and carry out keyboard and handwriting tasks;
 - Ability to find way around campus and attend most University teaching spaces;
 - Ability to process new information quickly;
 - Ability to write notes at speed and over extended periods (but within Health & Safety guidelines);
 - Ability to create and copy diagrams and charts.

You may also have:

- Ability to take accurate typed notes at a speed of at least 60 words/min;
- Ability to listen and type accurately 'live' (audiotape).



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Charlotte Hendry-Webster, Support Worker Officer

Tel: +44 (0)113 34 34672

Email: C.L.Hendry-Webster@leeds.ac.uk

Additional information

Find out more about our Department:

http://ses.leeds.ac.uk/info/21810/disabled_students

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.



Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

