**Note-takers**

|  |  |  |  |
| --- | --- | --- | --- |
| Choose/type an item or delete row. | Disability & Wellbeing Service (www.strath.ac.uk/professionalservices/disabilityandwellbeing/) | | |
| Choose/type an item or delete row. | Student Experience and Enhancement Services (www.strath.ac.uk/sees/) | | |
| Staff Category | Administrative and Professional | Reference No | Click here to enter text. |
| Reports To | Disability & Wellbeing Service Manager | Grade: | 4 |
| Salary Range: | Choose a range. Add Pro-rata if required. | Contract Type: | Fixed Term (until 31/08/2023) |
| FTE | Ad hoc guaranteed minimum hours | Closing Date | Ongoing |

# Job Advert

**Notetakers**

The Disability & Wellbeing Service is recruiting a pool of notetakers to take notes for students with disabilities. Employed on an ad hoc employee contract with guaranteed minimum hours, you will have notetaking experience and ideally have completed an undergraduate degree. Work will be allocated between the hours of 9am – 5pm Monday – Friday during term time (September May). You will have clear, legible handwriting, good IT skills and an ability to make comprehensive, accurate and well-structured notes. Applications are invited from candidates from all subject areas, especially STEM disciplines.

# Job Description

## Brief Outline of Job:

To take notes for students with disabilities.

## **Main Activities/Responsibilities**:

|  |  |
| --- | --- |
| 1. | To take notes for students with disabilities in lectures, seminars and tutorials. |
| 2. | To submit typed notes to Disability & Wellbeing Service within 24 hours via online file share. |
| 3. | To respond to students’ preferences regarding structure/details and style of notes as directed by Disability & Wellbeing Service staff. |
| 4. | To inform lecturers of your presence in the class and your role as a notetaker. |
| 5. | To maintain a professional role as a notetaker – maintain confidentiality at all times and do not contribute/participate in lectures/tutorials and adhere to classroom protocol. |
| 6. | To provide adequate notice to the student and Disability & Wellbeing Service if you are unable to attend lecture. |

# Person Specification

|  |  |  |
| --- | --- | --- |
| Educational and/or Professional Qualifications **(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)** | **Essential/ Desirable** | **Assessment Method** |
| E.1 Educated to minimum HNC level. | Essential | App/CV/ Interview |
| Experience |  |  |
| E.2 Experience of taking notes in a higher education setting. | Essential | App/CV/ Interview |
| Job Related Skills and Achievements |  |  |
| E.3 Some knowledge of subject area. | Essential | Application/CV |
| D.1 Knowledge and understanding of the barriers experienced by people with disabilities. | Desirable | App/CV/ Interview |
| Personal Attributes |  |  |
| E.4 Ability to make comprehensive and well-structured notes. | Essential | Test |
| E.5 Reliable, punctual and trustworthy. | Essential | App/CV/ Interview |
| E.6 Excellent time management skills. | Essential | App/CV/ Interview |
| E.7 Clear, legible handwriting. | Essential | Test |
| E.8 Good IT and typing skills. | Essential | Test |
| Other Relevant Factors |  |  |
| All shortlisted applicants must undertake a skills test as part of the interview process. | Choose | Select/type. |

# Application Procedure

Please submit applications in writing to Clare Kennedy, Disability Support Team Leader (clare.kennedy@strath.ac.uk), including a current CV and details of two referees. **Your supporting statement should provide examples of how you meet the criteria outlined in the person specification.**

# Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Clare Kennedy, Disability Support Team Leader (clare.kennedy@strath.ac.uk).

## PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

## Interviews

Interviews for this post will be held during August and September 2022.

## Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

## University Values

The University’s Values capture what we’re all about: who we are, what we believe in and what we stand for. [Our Values](https://www.strath.ac.uk/whystrathclyde/values/) have been derived from how we act and how we expect to be treated as part of Strathclyde.

