**The Register of Support Providers at Queen’s University**

**Note Taker**

**Role Purpose**

To take and produce notes on behalf of students with a range of disabilities.

**Main Duties**

* To agree the required content and format of notes with the student in advance.
* To attend lectures, tutorials and other classes and take notes as requested.
* To produce accurate, clear, accessible and appropriately detailed notes for students in the required format.
* To provide an accurate, typed copy of the notes to students within an agreed time limit, normally 3 days.
* To provide confidential support to disabled students, on a one-to-one basis in a neutral public space.
* To make any necessary reasonable adjustments to ensure support is delivered in an accessible manner.
* To adhere to the Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

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**Note Taker**

**Person Specification**

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| **Educational and Professional Qualifications** | Essential | Educated to degree level  *or* Note Taking Level 2 or equivalent qualification |
| **Previous Experience / Training** | Essential | Previous note-taking experience.  Knowledge of the subject area. |
| Desirable | Knowledge of technical language of the subject.  Experience of working with disabled people. |
| **Job Related Achievements** | Essential | Accurate note taking skills.  Good word processing skills. |
| Desirable | RSA Stage II Word Processing. |
| **Inter-personal Skills** | Essential | Excellent written communication skills.  Awareness of confidentiality.  Good interpersonal skills. |
| **Special Factors** | Desirable | Flexibility over working hours. |