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

**Proof Reader**

**Role Purpose**

To proof-read written work for students, highlighting spelling, grammatical and structural errors.

**Main Duties**

* To proof-read assignments and essays.
* To highlight any spelling, grammatical or structural errors using Track Changes or notes/observations in the margins. It does not involve editing the document, making any of the recommended changes or providing guidance on content etc.
* To meet with the student face-to-face, as far as possible, to explain any suggested changes/recommendations.
* To provide the proof read documents to the student within an agreed time limit.
* 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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**Person Specification**

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| **Educational and Professional Qualifications** | Essential | Educated to degree level. |
| **Previous Experience / Training** | Essential | Experience of writing essays or assignments in the appropriate subject area. |
| Desirable | Experience of proof-checking documents.  Experience of working with disabled people. |
| **Job Related Achievements** | Essential | lent written communication skills.  Knowledge of correct English grammar and spelling. |
| **Inter-personal Skills** | Essential | Good written communication skills.  Awareness of confidentiality. |
| **Special Factors** | Desirable | Flexibility over working hours. |