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

**Electronic Note Taker**

**Role Purpose**

To support students, normally with hearing losses, discreetly in class, using a laptop and software such as Team-Viewer to live stream the notes from the operator’s device to the student’s, typing a summary of what is being said so that the text appears simultaneously on the student’s laptop/tablet.

**Main Duties**

* To agree the required content and format of notes with the student in advance.
* To type a summary of what is being said and live-stream the information to the student’s device.
* 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 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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**Electronic Note Taker**

**Person Specification**

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| **Educational and Professional Qualifications** | Essential | GCSE English Grade C or above  OCN Level 3 Certificate Electronic Note Taking or equivalent qualification / experience. |
| Desirable | A-Level(s) or equivalent e.g. BTech, HND, Irish Leaving Certificate, Scottish Highers, Foundation Certificate  RSA III Typing / Word Processing or equivalent. |
| **Previous Experience / Training** | Essential | Previous experience of taking notes for self and/or others, preferably at a Higher Education level. |
| Desirable | Experience of working with disabled people. |
| **Job Related Achievements** | Essential | Accurate note taking skills.  Good typing / word processing skills |
| Desirable | Excellent typing skills.  Minimum 45 words per minute.  High levels of accuracy. |
| **Inter-personal Skills** | Essential | Good verbal and written communication skills.  Awareness of confidentiality.  Good interpersonal skills. |
| **Special Factors** | Desirable | Flexibility over working hours. |