

Job Description

Job Title:	Notetaker Qualified/Unqualified
Responsible To:	ALS Co-ordinator
Line Management of other staff:	No
Location:	Colchester/Braintree
Salary:	Qualified (Level 2+) - £16.76 - £18.30 hourly rate Unqualified - £14.46 - £16.27 hourly rate
Date of last review:	August 2024

Purpose Statement:

To work with students and teaching staff to provide learning and communication support in the form of notetaking in line with college policies.

Notetaking is provided for students with additional learning support needs, including hearing or sight impairment, dyslexia or because writing is painful or difficult. Notes are essential tools for learning and revision, therefore the work of a notetaker provides crucial support.

Main Duties & Responsibilities:

1	Prepare and adapt resources to meet students' individual needs, e.g. modify complex hand-outs and briefs, transcribe video material etc.
2	To liaise with teaching staff regarding the requirements of the lesson.
3	Provide a note-taking service for students in lesson/lectures to an agreed standard and in a format to meet their needs.
4	To ensure that notes are clear, comprehensive and legible with accurate spelling and grammar.
5	Participate in a programme of relevant staff development to keep skills and knowledge up to date.
6	To develop and update personal professional expertise in the relevant areas.
7	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
8	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title:

Notetaker Qualified/Unqualified

Qualifications	Essential	Desirable	How is this assessed?
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent.	✓		A
An accredited note-taking qualification at Level 2 or above.	✓ (qualified)	✓ (unqualified)	A
Experience	Essential	Desirable	How is this assessed?
Proven experience of notetaking to a high standard.	✓		A / I
Experience of using IT to support learning.	✓		A / I
Working with young people in a further education environment.		✓	A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Ability to communicate clearly effectively and calmly.	✓		A / I
Ability to work with a variety of people, to establish good working relationships and to work in a supportive and flexible manner.	✓		A
Ability to demonstrate quality of notetaking and an understanding of notetaking techniques.	✓		A / I / T
Proven ability in accurately summarising information in a clear and straightforward way.	✓		A / I / T
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
Willingness to work at other sites as required.	✓		I
Willingness to work flexibly including weekends and evenings.	✓		I

A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Continuously improving and commitment to own personal and professional development.		✓	A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test