



Guidelines for Schools Employing Educational Notetakers

This document was developed through collaboration between the School of Special Educational Needs: Sensory, Belmont City College Deaf Education Unit and Shenton College Deaf Education Centre.

The aims:

- to clarify the role of the notetaker; and
- to present a consensus on best practice in relation to the role.

These are guidelines only and can be adapted to suit the individual requirements of your school and the unique needs of the students you support through the provision of a notetaker.

Queries regarding this document and contents herein should be directed to:

The School of Special Educational Needs: Sensory
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Notetakers Purpose

To support student access to curriculum by:

- Allowing the student to concentrate on visual information such as the teacher's facial expression, lip patterns, gestures and Auslan if appropriate
- Providing comprehensive and legible notes from teacher lesson content, class discussions and incidental information to assist the student's learning

Notetaker's Requirements

- Be punctual at all times
- Be reliable
- Have legible handwriting and/or well developed ICT skills
- Demonstrate a strong command of English
- Be an effective communicator
- Have an understanding of the individual student's needs
- Maintain a high level of professionalism and confidentiality at all times

Notetaker's Responsibilities

- Introduce yourself to the teacher and if necessary, explain your role
- Liaise with the class teacher prior to the lesson for relevant information relating to the lesson, such as handouts etc
- Sit to one side or at the rear of the classroom, unless requested to sit in a specific place by the class teacher or the student. It is not necessary to sit with the student for whom you are taking notes
- If necessary, remind the student to direct all questions to the class teacher
- Direct any concerns about the student's behaviour to the class teacher
- Report to the Learning Support Coordinator for instructions if the student doesn't present to class within 10 minutes from start time
- In the event that the student is absent, you will generally be re-deployed elsewhere within the school. However, professional judgement by the class teacher and Learning Support Coordinator should be considered dependent on the needs of the student: For example, if the student is studying ATAR and is absent for medical reasons it would be beneficial for the student for the notetaker to take notes and provide when student returns to school
- Remain in your role as a notetaker if the student leaves the class. In these circumstances the response to the absence should be context dependent, with the class teacher and the notetaker using professional judgement as to what will happen should the student fail to return. Options could include:
 - If the student is ill, continue to take notes until the end of the lesson
 - If the student is not ill but does not return within 10 minutes, leave the class and speak to your Learning Support Coordinator about whether you should be re-deployed to another classroom
- If there are extended periods of time during the lesson when notetaking is not required the class teacher may ask you to work in an Educational Assistant role. However, your primary role is to take notes so revert to your notetaker role when required
- Use any down time in the class lesson to correct and organise notes
- Provide students access to notes in a timely manner; as a guide within one working day or earlier, from a nominated collection point or through the school portal

Student's Responsibilities

- Having a notetaker is a reasonable adjustment provided by your school to support your access to the curriculum. If you would rather not have a notetaker in a particular class or subject you can negotiate with the Learning Support Coordinator and the subject teacher
- Like all other students you are expected to attend all classes. You will receive notes for each class you attend where a notetaker is allocated
- Lesson attendance: Your notetaker will wait 10 minutes after the lesson has started for you to arrive. If you do not arrive within 10 minutes of the lesson starting the notetaker will leave the lesson and be redirected to other duties within the school. If you arrive to class after 10 minutes you will need to notify the notetaker who will then go to your class
- If your notetaker is sick or absent the school will endeavour to replace him/her
- You are not expected to take notes when the teacher is speaking; this is the notetaker's role
- Notes from the board are taken by the notetaker however; you are encouraged to write your own notes when you can. This may include taking photographs with an iPad, if available
- Ask the notetaker to clarify any information in your notes. However, if you have any questions regarding the subject matter ask the subject teacher. The notetaker isn't your teacher or tutor
- It is your responsibility to collect your hard copies of notes from the designated collection point. If the notes are uploaded onto the student portal, it remains your responsibility to download and save your own copy
- Give your notetaker constructive feedback about the notes
- Communicate any problems with the notes in the first instance to your notetaker. If it is not resolved talk with your Learning Support Coordinator

General Guidelines

- The notes remain the property of the school at all times. The student for whom the notes are intended has a right to the notes
- The class teacher can access the notetaker notes
- Other students within the class/group can access the notes at the class teacher's discretion (either hard copy or electronically)
- Master copies of the notes need to be stored centrally at the end of each day. If the school uploads completed notes onto their chosen portal then it may not be necessary to keep hard copies

**Please consult with your Visiting Teacher
in regards to each student/child's individual educational needs.**