

Personal Support Assistant/ Manual Note Takers
Student Support and Development Service

Glasgow School of Art

The Glasgow School of Art is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2150 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to grow our student community in Glasgow by 25%, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organizations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to

position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher

levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centered studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximizing our resources and our potential

The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21st Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

The Role

Job Title	Personal Support Assistant / Manual Note Taker
Location	30 Hill Street
Reports to	Student Support Manager
Purpose:	As a personal Support Assistant/ Manual Note Taker, you will work with the Learning Support and Development Service to provide physical assistance for studio and workshop related tasks and/or take notes during course activities for individual students.

Relationships:

Main relationships are:

Internal - You will work closely with the Disability Support Advisor and be accountable to the Student Support Manager.

Key Accountabilities:

The post holder's main areas of responsibility will be to assist in the following, to ensure that individuals are comfortable and receive the highest standard and result in an efficient and effective Personal Support service:

Areas of responsibility:

- Work with the Disability Support Advisor and the student to establish a working agreement identifying tasks the student requires assistance with, contact arrangements and hours of work.
- Maintain regular contact with the Disability Support Advisor regarding arrangements for support and report any concerns about working with the student.
- Recognise that assistance provided must be under the direction of the student and maintain a professional relationship with the student during working hours.
- Complete monthly timesheets required for claims for payment, summarizing work undertaken, dates and times. These should be signed by the student at each session of work.
- Adhere to the Health and Safety regulations of the area of the School premises in which work is carried out.

Personal Support Assistant duties:

- Following student instruction, to provide the student with practical assistance in the studio, workshops and other locations on the School premises; installing studio work under the student's direction
- Lifting and carrying materials related to the student's studies;

- Operating specialist equipment on behalf of the student. Equipment used is relevant to the student's specialism and may include: 3D Making, Textiles, Photography and Print.
- Liaise with technical members of staff in the area of the School premises in which work is carried out.

Manual Note Taker duties:

- To accompany individual students to activities such as lectures, seminars, critiques, tutorials and workshops and take accurate and legible notes on the student's behalf.
- To agree the style, detail and accessible format of notes with the Disability Support Adviser and the student.
- To review notes with the student at the end of each session.
- If required, type up notes following the session and email to the Disability Support Adviser.

Key Challenges:

As a Personal Support Assistant/Note Taker it is imperative to set and maintain clear professional boundaries as well as building positive, purposeful and effective working relationship with the student.

Person Specification:

The post holder will demonstrate:

- Good listening and communicational skills
- A positive attitude and experience of supporting/working with adults;
- Clear and legible handwriting with accurate grammar and spelling and an ability to commit notes to paper accurately and quickly;
- Committed to working with the student on a regular basis during term time and the capacity to plan and undertake work within the permitted hours;
- The capacity to work under instruction and focus on the needs of the student;
- Punctual, reliable and trustworthy;
- Ability to maintain confidentiality at all times and keep written records of work undertaken.

Qualifications and Experience:

Essential:

- Degree or equivalent
- Recent experience in the safe operation of equipment in a Fine Art or Design context, within one or more of the following: 3D Making (wood, metal, modeling, casting, silversmithing and jewellery), Textiles (weave, dye, knit, printing), Photography and Print (lithography, etching, silkscreen printing);
- Experience of note taking in Higher or Further Education;

Desirable:

- Recent GSA graduate or current GSA postgraduate or research student;
- Degree in Fine Art, Design, Architecture or Art History;
- ONC Level 2 Certificate in Notetaking for Students with Disabilities in Higher Education;
- Experience of working with people with disabilities;
- Disability awareness training;
- Recognised technical and Note Taking qualification (e.g. through the open College Network);
- Manual handling training

Additional Information: The successful candidate will undergo a Student Support Service induction and a Health and Safety induction in the relevant workshops.

Terms and Conditions

Contract	Zero Hour
Probationary Period	It is recognized that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months
Salary	£15 per hour
Hours	Agreed when required
Pension	Option to join the Local Government Superannuation Scheme
Notice Period	1 month

Disclosure Scotland:

This role is subject to a PVG Disclosure Scotland check.

Name _____ Date _____