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| **Job Title** | Researcher (Maternity Cover Contract) |
| **Reports to** | Director of CIRL and Teaching& Learning |

**Job Purpose**

The CIRL Researcher will support the work of the Tony Little Centre of Innovation & Research in Learning (CIRL) with a range of specific research projects. The post holder will be required to collaborate with the wider CIRL team on the research, preparation and publication of data, reports and information.

The Tony Little Centre was created with the aim of bringing together increased research into and understanding of neuroscience, new apps and changing technologies, and a desire to improve best teaching skills for colleagues at Eton, as well as in our partner schools.

**Key Tasks and Responsibilities**

* Working alongside the Director of CIRL and Teaching & Learning to facilitate research projects, managing data gathering, conducting evaluation of impact and writing reports to support our work across the curriculum and co-curriculum;
* Collaborating on the preparation and publication of data, reports and information;
* Providing regular written and verbal information about research projects to the staff and participants;
* Conduct literature reviews, scope research projects, manage data gathering and evaluations within Eton and at our partner schools to support our work across the curriculum and co-curriculum;
* Work with Eton’s Digital Education team and contribute to their work with research, evidence, and impact assessment;
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* A good honours degree (2:1 or above) or equivalent
* A PhD in a related field such as Social Science, Education, etc. would be desirable;
* Good working knowledge of Microsoft Word, Outlook, Excel and PowerPoint;
* Experience of contributing to the design, conduct and analysis of research projects;
* Experience of project management;
* Demonstrable experience of referencing;
* The ability to write in different forms (such as newsletters and blogs) and the ability to tailor these to different audiences;
* Knowledge of current literature related to educational research and other associated fields is desirable;
* A range of research skills, including:
* writing research protocols;
* conducting literature reviews;
* preparing research materials;
* writing up papers for publication;
* an understanding of both qualitative and quantities research methodologies; and
* an understanding of ‘action research’.
* Excellent written and verbal communication skills, and the ability to adapt these dependent on who you are communicating with;

You may also enjoy this role if:

* You have a ‘can-do’ attitude – you love getting stuck in and you’re not fazed by a heavy volume of work and fast changing priorities;
* You’re flexible – you’ll have to juggle lots of competing tasks so you’ll enjoy having lots of different things on the go, and you’re able to organise your time and to prioritise your to do list so nothing slips through the cracks;
* You’re a great communicator – you enjoy engaging with a variety of different people, you’ll always try to meet face to face or pick up the phone rather than email if you can;
* You enjoy working in a team as well as having the ability to work independently – we support each other as much as we can meaning we get involved in lots of different tasks, you’ll be keen to operate in the same way we do, and you’ll volunteer to get involved.

**Working Pattern**

* This is a maternity cover contract, which is expected to last from 1 September 2024 until 21 April 2025. The College cannot guarantee that alternative work will be offered following the conclusion of the maternity cover contract;
* The post holder will be expected to work for 16 hours per week over two days (working 8am to 5pm with one hour unpaid for lunch each day). Exactly how these hours are worked will be by mutual agreement with the Director of CIRL and Teaching & Learning, and this can be discussed further at interview;
* This role works during state school term time (39 weeks of the year), and the salary will be paid over equal monthly instalments. As this contract is expected to last for approximately 8 months, the salary will be pro-rated accordingly;
* The post holder is entitled to 5.6 weeks of holiday (inclusive of bank holidays), meaning that the total number of paid weeks across the year is 44.6 weeks and this will be pro-rated accordingly. If a bank holiday falls during a school term period, the post holder will be required to work this day and will receive an additional day’s holiday in lieu;
* The post holder must use all their entitlement (including any days in lieu) during the first arising periods of state school holidays
* Any remaining weeks are deemed to be non-working weeks.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**