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| **Researcher in Education (12-month Fixed term Contract)** |

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| **Reporting to:** | Teaching and Learning Development Manager |
| **Working Hours:** | Full - time (37.5 hours per week)  |
| **Salary:** | £29,909 to £34,665 per annum (scale point 28 to 34) |
| **Position Code:**  | PC M1 |
| **Annual Leave:** | 26 electable days plus 8 statutory days  |

**Job Purpose**

The postholder will take a leading role in delivering research projects that support the educational research agenda of the College, specifically in relation to online and blended learning. They will be committed to the highest research standards, ensuring the timely deployment of rigorous research practices that aim to improve the standards of education in the Further Education sector.

The postholder will work closely with the Teaching and Learning Development Manager to expertly design projects, coordinate data collection and lead data analysis in the context of education provision at the College and other partnership institutions. They will have expert analytical skills and the capacity to meet tight research deadlines without compromising the integrity of research methods and findings.

The postholder will assist the Teaching and Learning Development Manager in the writing of research papers, reports and recommendations, for a variety of different stakeholders, as they emerge from research projects.

**Duties and responsibilities of the job**

1. **Research Delivery and Management**

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| 1. Lead on the delivery of educational research projects within the context of Further Education provision within the College and partner organisations.
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| 1. Advise the Teaching and Learning Development Manager on appropriate research instruments and practices and assist with the design of evidence collection tools.
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| 1. Work closely with the Teaching and Learning Team, Senior Management and other stakeholders to collect primary and secondary evidence through literature reviews and research visits.
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| 1. Develop knowledge of how to use specialist software to analyse qualitative and quantitative data as appropriate.
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| 1. Work closely with the Teaching and Learning Development Manager to ensure accurate comprehensive analysis and engaging presentation of quantitative and qualitative information in accordance with research project aims.
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| 1. Undertake specific pieces of qualitative and/or quantitative data collection and analysis.
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| 1. Conduct data analysis and prepare reports, briefings and publicity materials for projects on the basis of a thorough evaluation of evidence.
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| 1. Uphold the College’s ethical guidelines, contributing to any internal and external research ethics processes.
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| 1. Contribute to the training of staff to assist with data collection and analysis.
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| 1. Manage research assistants and administration assistants in relation to their support of specific research projects.
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1. **Continuous Professional Development**

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
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| 1. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.
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| 1. Complete all mandatory training as required in line with College expectations.
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1. **Other responsibilities and duties**

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| 1. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.
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| 1. Work with College stakeholders as required to develop and deliver high quality research outputs
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| 1. Contribute to, and support delivery of, the College strategic plan.
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| 1. Ensure equality of opportunity and promote diversity in all aspects of College life with reference to Ofsted vulnerable student groups and protected characteristics.
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| 1. Ensure all safeguarding policies and procedures are followed.
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| 1. Any other duties connected with the post as are reasonably required from time to time.
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**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

* Ambitious and Progressive
* Enterprising
* Professional
* Passionate about everything we do
* Supportive

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| **Essential criteria for the post** |
| Hold a degree / professional qualification or equivalent. |
| Hold a Master’s Degree in Educational Research, or equivalent. |
| A strong track record in delivering mixed-methods research activities. |
| Demonstrable familiarity with the UK education system, specifically Further Education. |
| A strong understanding of quality in its widest sense, with experience of successfully implementing quality assurance producers and an eye for detail. |
| A strong track record of successful engagement with, and management of, internal and external stakeholders. |
| Proven written and verbal communication skills with the ability to negotiate.  |
| A proven track record in meeting very tight research deadlines and delivering a challenging programme of work while maintaining the highest research standards. |
| Comprehensive knowledge of educational research ethics. |
| A track record of successful communication with a variety of different audiences outside the field of educational research. |
| A commitment to work flexibly across different College partners. |
| **Desirable criteria** |
| Hold, or be working towards, a PhD in Education or equivalent. |
| Experience in the UK education system, specifically Further Education.  |
| Familiarity with research in online and blended learning in the Further Education sector. |
| Membership of a social research organisation. |

**CONDITIONS OF EMPLOYMENT**

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**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be considered for the right candidates. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal