Reseacher in Residence

General Background

Eton College was founded by King Henry VI in 1440 for 70 King’s Scholars. In addition to the King’s Scholars housed in ‘College’, there are now 1,240 ‘Oppidan’ boys at the school in 24 other boarding houses.

There are 155 full time academic staff and 600 other permanent staff including domestic staff (in the boarding houses and in the central dining hall), technicians, grounds-men, administrative staff, security, cleaners and a large buildings department. There are also 100 part-time and visiting teachers, including visiting music teachers. The school and its immediate grounds and playing fields extend over 400 acres from the north end of Eton High Street to the M4 by Slough, bounded to the east by the Thames and to the west by a railway. There are some 400 school buildings, including staff accommodation and a 2,000m rowing lake at Dorney. There is non-stop maintenance of buildings and grounds.

Job Description

Overview of the role

We are looking for a post-graduate researcher to work alongside Eton teachers at the new Tony Little Centre for Innovation and Research in Learning. Experience of school-based research would be an advantage, but is not essential. The post holder will have the role of planning, co-ordinating and completing research projects at Eton; of building research capability at Eton, by helping staff and pupils to become research literate in using existing research and to skill themselves up in conducting new enquiries/research; and of acting as a contact with external research partners. The role is ‘embedded’ within the school and an office will be provided, but it is not accommodated.

Responsibilities/duties

This job description summarises the main responsibilities and duties of the post:

- building research capability at Eton by
  - drafting research and associated protocols and standard operating procedures in collaboration with the Director of the Tony Little Centre
  - ensuring compliance with Eton’s ethical guidelines for research
  - establishing efficient and effective management of research data
  - co-ordinating the preparation and publication of data, reports and information
  - taking responsibility for the set-up and management of a research website
  - keeping up-to-date with literature relating to trial methodology
  - working closely with staff to ensure the effective delivery of research training

- overseeing the efficient day-to-day management of research projects by
  - acting as a point of contact for external agencies
  - providing regular written and verbal information to the staff and participants
• producing reports, updates and guidance
• ensuring, with the Director of the Tony Little Centre, that research projects are meeting their targets and are producing meaningful output
• planning and supporting the meetings and work of the various groups associated with research projects
• creating and maintaining research files
• contributing to data analysis
• ensuring that access to personal and confidential information is restricted to those entitled to know
• undertaking other duties, as required by the Director of the Learning Centre
• travelling to collaborating centres as required
  • helping to build the Tony Little Centre’s profile
  • coordinating the Tony Little Centre’s own events
  • contributing to events exploring the role of researchers/research leads in school

Selection criteria
Attainments/Qualifications
Essential
• Good honours degree (at least 2.1 or equivalent)
• Research experience at post-graduate level
Desirable
• PhD in a related field

Skills & Understanding
Essential
• Excellent interpersonal skills
• Project management skills
• Excellent communication skills in face-to-face, telephone and written communication with people from a range of backgrounds
• Research skills:
  • writing research protocols
  • conducting literature searches
  • preparing research materials
  • collecting data
  • entering data
  • conducting data analysis
  • writing up data for publication
  • understanding of both qualitative and quantitative research methodologies
• Excellent writing skills for a range of audiences
Desirable
• Specialist knowledge of research in schools
• An understanding of the particular issues relevant to schools-based trials

Prior Experience
Essential
• Experience of contributing to the design, conduct and analysis of research projects
• Using software such as Word, databases, and referencing
• Writing up data for publication
Desirable
• Experience in the development of research protocols
• Experience of giving presentations at conferences
• Experience of working with young people, teachers and schools

Personal / Professional Qualities
Essential
• Ability to work both independently and as part of a team
• Enthusiasm and commitment
• Good administrative skills
• Willingness to work flexibly to fit in with project requirements
• Honesty and integrity, especially in matters of confidentiality and research ethics
• Punctuality and reliability
• Willingness to travel to schools and collaborating organisations

It is also the post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to, and ensure compliance with, the school’s Child Protection Policy Statement at all times.

Appointment Date
To start September 2016 subject to satisfactory recruitment checks.

Hours
This is one year fixed term contract working School term-time only. A commitment to at least 3 days a week is essential.

Salary
Commensurate with skills and experience.

Holiday
Four weeks’ paid holiday per annum, plus Bank Holidays which are also paid. When a Bank Holiday falls during a School term you will be required to work on that day and you will be entitled to an additional day’s paid holiday in lieu. You are required to take your paid holidays (including any additional days in lieu) during the school holidays excluding the three days before the start and end of each term. The remainder of the school holidays constitutes unpaid holiday.

Benefits
• Pension scheme
Employees who wish to be enrolled into the College’s Group Personal Pension Plan can choose either to contribute 4.9% of their salary and the College will contribute 11% or to join the auto-enrolment category where they can currently pay 1% and the College pays 1%. These amounts will increase gradually over the next few years in line with Government requirements.

• Childcare Vouchers
The College’s Childcare Voucher Scheme is supplied by Edenred. More details are available from the HR Department.

• Sports Facilities
Employees at the College enjoy free use of the College Gym, swimming pool and tennis courts with subsidised use of other sport facilities.

• Leisure Facilities
Free use of the School Library, free entry to College theatre and concert productions.

• Life Assurance
Life Assurance benefits commence upon employment and cease 31 days after leaving Eton Service. This is currently 4x basic salary.

• Employee Assistance Programme
All employees have access to counselling services provided by Health Assured. More information is available from the HR Department.

• Give as You Earn
The College is registered with Give as You Earn. This payroll deduction scheme enables employees to make regular deductions directly from their salary in support of their chosen charity or good cause.

• Eyesight test
Free bi-annual eye test and £50 towards glasses for VDU use.

**Application Process**

An application form can be downloaded from the website: [http://www.etoncollege.com/SupportStaffVacancies.aspx](http://www.etoncollege.com/SupportStaffVacancies.aspx)

Application forms must be completed in full and emailed to recruitment@etoncollege.org.uk

**The closing date for this position is noon on Thursday 21 April 2016.**

**Applications received after this time will not be considered.**

If you are unable to complete an electronic application or have any questions about the recruitment process, please email recruitment@etoncollege.org.uk or contact Sue Douglas, Human Resources Department on 01753 370562.

Candidates invited for interview will be required to provide the College with original documents that verify identity and all qualifications stated on the application form.

All appointments with the College will be subject to two references, a medical report and an Enhanced Disclosure from the Disclosure and Barring Service, all of which must be satisfactory to the College. In addition the College is required to contact any former employers in whose employment the applicant has worked or volunteered with children.