



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Assistant in Primary Education, Faculty of Social Sciences



Salary: Grade 6 (£27,511– £32,817 p.a. pro-rata)

Reference: ESLED1075

Fixed-term for 8 weeks

Part time, 15 hours per week (40% FTE)

Research Assistant in Primary Education

Faculty of Social Sciences, School of Education

Are you an ambitious researcher looking for a challenge? Do you have a background in Education? Do you have experience of working with children? Are you looking for experience collecting and managing data on reading and language?

We are seeking a group of research assistants who will deliver reading and listening comprehension tests to year three pupils (aged 7 and 8 years) who have taken part in REACH Primary. REACH Primary is a randomised controlled trial run in conjunction with the EEF and Sheffield Hallam University. You will work with Dr Paula Clarke, Dr Peter Hart and their team to liaise with school staff, deliver the tests with pupils, and input the data. You will be willing to work within our safeguarding and data management procedures. The tests being delivered are those typically undertaken by educational psychologists and SEN specialists, therefore you will be comfortable in following strict methodological procedures and be able to develop in new skills quickly.

You will have outstanding organisational skills, demonstrate excellent attention to detail, and show an awareness of safeguarding issues. You will also demonstrate an ability to build rapport with children, some of whom may be anxious around new people. You will have strong English language communication skills and be able to confidently provide instructions verbally.

You will have completed a relevant degree (in an area such as Psychology, Education, Linguistics, Social Science or Childhood Studies) and may have experience assessing children using psychometric tests. You will be willing to travel and able to work flexibly with the possibility of overnight stays. You will be able to work within strict procedures and engage in a variety of tasks set to deadlines. The ability to work as part of a team is essential. This role will involve some organisation and administration duties to ensure the collection of data is accurately recorded.

What does the role entail?

As a Research Assistant your main duties will include:

- Working with the existing team to conduct research, this will involve the administration of two tests to pupils in our participating schools;
- Being an active researcher, conducting research, planning and undertaking fieldwork and analysing data;



- Entering quantitative and qualitative data into Microsoft Excel, and checking the data for accuracy;
- Being involved in presenting research findings to academic and professional audiences and communicating complex data in accessible ways, specifically producing summaries of data for schools;
- Transcribing responses from pupils;
- Liaising with school staff to ensure the smooth collection of data;
- Following all safeguarding, ethics, and data management procedures;
- Maintaining accurate records of data collection and recording those appropriately;
- Balancing the competing pressures of research demands and deadlines.
- Travelling to schools across the North of England, involving some overnight stays.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Research Assistant you will have:

- A degree in education or relevant subject;
- Advanced research skills;
- Successfully completed training in social research methods, at either undergraduate or post-graduate level;
- Proven experience of qualitative data analysis and writing, and/or analysing reading and comprehension assessments;
- Experience of using Microsoft Excel to manage data;
- Experience of working with children in a professional or teaching environment;
- Experience of writing up research findings to professional audiences;
- Ability to become proficient in advanced testing of children swiftly;
- Knowledge of issues of ethics in research involving children;
- Excellent organisational skills with a demonstrable ability to manage time effectively, to prioritise tasks and meet internal and external deadlines;



- A high level of interpersonal and communication skills, including ability to communicate effectively with the academic lead researcher and other stakeholders as appropriate;
- Excellent general IT skills;
- Ability to work independently and with others;
- Ability to follow instruction and work to strict procedures.

You may also have:

- A Masters or doctorate in education or related subject;
- Experience of delivering tests of reading and comprehension ability to children;
- Experience of managing large data sets;
- Experience of working in a research team;
- Experience of safeguarding procedures;
- Experience of data management procedures.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr Peter Hart, Research Fellow

Email: p.j.hart@Leeds.ac.uk

Additional information

About the job

You will be responsible to the Dean of Faculty and report to the Head of School.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

