



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research Assistant, School of Education, Faculty of Social Sciences



Salary: Grade 6 (£32,546 – £38,249 p.a. depending on experience)

Reporting to: Professor Louise Tracey & Dr Erin Dysart

Reference: ESLED1141

Location: Main Campus, Leeds

1FTE, 37.5 hours per week

Fixed term (until November 2026 to complete specific time limited work).

We are open to discussing flexible working arrangements.

Research Assistant, Faculty of Social Sciences

Overview of the Role

The School of Education, University of Leeds, seeks to recruit a Research Assistant for an evaluation project funded by the Education Endowment Foundation. Please contact Professor Louise Tracey on l.c.tracey@leeds.ac.uk for more information about the evaluation project.

The successful candidate will be working within a small team in the School of Education. The role involves trial co-ordination to collect teacher and pupil data from schools as well as conducting school visits to interview teachers and conduct pupil focus groups. The projects are currently in set up stage and the Research Assistant is required to oversee the day-to-day management of the evaluation from set up through to publication of the final report. Whilst there may be some opportunities to work across the two trials each Research Assistant will lead on one evaluation.

The appointment is available on a fixed term basis from June 2025-November 2026, 100% FTE

Main duties and responsibilities

- To conduct the day-to-day management of the efficacy trial. Duties to include: development and management of data bases; development of research tools, qualitative and quantitative analysis and interpretation of research data; and writing up of research results.
- To contribute to the preparation of research proposals and applications to external bodies
- To undertake appropriate organisational and administrative activities connected to the research project, including organising data collection, liaising with the delivery teams, communicating with participating schools, field work in schools.
- To develop and initiate collaborative working internally and externally, duties to include: the building of internal contacts and participation in internal networks; collaboration with colleagues on joint projects as required; participation in and identification of external networks in order to share information and identify potential opportunities for collaboration and possible sources of funding; attendance at and contribution to relevant meetings.



- To provide guidance to other staff and students, as required, as well as coordinating the work of a small team of data collectors.

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.

Qualifications and skills

Essential

- PhD in Education or Psychology (or equivalent area)
- Knowledge in an education-related field to engage in high quality research
- Knowledge of a range of research techniques and methodologies and skilled in qualitative and quantitative analysis
- An understanding of working within data protection and ethical guidelines
- Ability to plan, priorities and organise own work and the work of others

Desirable

- Knowledge of Randomised Controlled Trial methodologies
- Ability to write up research work for publication in high profile journals and engage in public dissemination
- Knowledge of Research Governance

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 either post further or for any queries you may have, please contact:

Prof Louise Tracey

Tel: +44 (0)113 343 2365

Email: l.c.tracey@leeds.ac.uk



Additional information

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Social Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, those who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@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 in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

Salary Requirements of the Skilled Worker Visa Route

Please note that due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions. For more information, please visit [the Government's Skilled Worker visa page](#).

For research and academic posts, we will consider eligibility under the Global Talent visa. For more information, please visit [the Government's page, Apply for the Global Talent visa](#).

