



Research Manager or Senior Research Manager

Our organisation and its work	1
The people	1
The Job	2
Terms and Conditions	5
Person Specification.....	5

Our organisation and its work

CUREE is an independent organisation at the leading edge of research informed practice in education. Working with a range of individuals and organisations, mostly in the public sector, we provide research, writing, editing and CPD facilitation services to support the use of research and evidence to improve teaching and learning. We are proud of both the quality of our research and our ability to translate the outcomes of others' research into tools and resources that can be used by teachers to improve what they do in the classroom. We work directly with schools and colleges, local authorities, academy chains and educational publishers. CUREE's larger scale clients include a range of government bodies (e.g. the Department for Education, the Education and Training Foundation, the National College of Teaching and Learning), charities and other third sector and independent organisations (such as AfA, the National Gallery, the Sage Gateshead, etc). Our work covers the full spectrum of education, from early years to Post 16.

The people

CUREE has a small and collaborative core team based in Coventry and is also able to draw on a range of contributions from associates. Almost all staff are graduates and have a professional background from teaching, research, policy, information science and marketing. People might join us with very specific skills or experience but we expect them to become multi-skilled and we are committed to helping them become so. We pride ourselves on our flexibility; of the staff and their response to new challenges, and of the organisation in accommodating family friendly working patterns. We are a flat organisation with little need for hierarchy. CUREE staff are committed to using their many skills for the benefit of our clients and are not particularly interested in the niceties of job demarcation. Look on our website for more information: www.curee.co.uk

The Job

This post has at its centre the management of research, evaluation and research-use projects. All researchers in CUREE focus not only on doing research but also on making sure it is useable and used by a wide group of practitioners, leaders and policy makers in this country and also overseas (usually via electronic media). The list of qualifications, knowledge and skills we think this post requires is set out in a little detail in the person specification below. We do want to emphasise some of the important attributes you will need to be the successful candidate. You will be flexible in your working practices and in your ability to apply research in different contexts. You will be keen to learn and try out new knowledge and practices. You will get on with colleagues and be comfortable in working very collaboratively with others. You will want to take the initiatives, try things out, get stuff done and you'll feel a shared responsibility for getting the project completed; not just doing your little bit.

The vacancy is for a senior research manager but we are happy to consider appointing a research manager with promise and helping him/her to progress quickly if s/he shows appropriate potential and an interest in the two sides of the research coin (creation and use). The post therefore involves;

Research

- helping to design research and evaluation projects;
- support the development of research instruments;
- carrying out systematic data extractions from research sites and other research documents;
- carrying out field visits, conduct interviews and focus groups;
- writing text and web summaries of research for a variety of audiences including teachers and policy makers;
- designing and compiling interactive, bespoke "route maps" of research resources for schools and colleges;
- contributing to the analysis of quantitative and qualitative evidence;
- providing editorial support for, and contributing to, the quality assurance of digests, summaries and reports;
- carrying out internet searches including designing and leading systematic searching; and
- contributing to analysis and synthesis of evidence for systematic reviews of research.

Communication

- writing accessible text for a range of different audiences and environments;
- carrying out face-to-face and telephone interviews;
- preparing text, summaries and reports for web and/or print ready formats;
- editing papers by teachers, researchers and CUREE colleagues;
- preparing guidance tools and support materials for research assistants;
- participating and facilitating in conferences, seminars and training workshops;
- responding appropriately to clients and the team, and in accordance with timeframes set by the activity; and
- Contributing to a plan for marketing and selling CUREE products and services.

Line management

- taking line management responsibility for a small number (1-2) colleagues;
- monitoring and supporting the progress of staff for whom you have line management responsibility and advising relevant Principal Managers about key issues arising;
- conduct review meetings with staff for whom you have line management responsibility;
- helping colleagues manage their workloads, make judgments about priority and sequence activities;
- helping colleagues organise and take forward their day-to-day work in ways that help people work towards their and CUREE's strategic goals; and
- contributing to driving forwards staff development.

Project management and general administration

- tracking and monitoring work in progress;
- developing and maintaining project management documents including detailed project budget allocations, timelines and risk registers;
- monitoring project progress and risks regularly and working with project directors to manage risks and contingencies and overcome obstacles;
- meticulous record keeping including establishing and maintaining current and archive filing systems; and maintaining charging records e.g. timesheets.

Additional leadership responsibilities for a senior research manager

- responsibility for designing small research projects and instruments;
- leadership of CPD to embed research findings in practice;
- acting as project manager (or director of small projects);
- involvement in preparing tenders and proposals; and
- contribution to organization development of CUREE.

Current CUREE projects include:

Design and support for CTG Test and learn

Closing the Gap: Test and Learn is a programme from the National College of Teaching and Leadership, providing support for schools and teachers to get involved in rigorous research launched in September 2013. The goal is to help close gaps for vulnerable pupils whilst improving the evidence-base about it and stimulating robust research and development in schools. CUREE took responsibility for leading the initial consultation on selecting the interventions, advised by project partners such as Durham University and practitioners such as the Teaching School Alliance R&D Steering Group. In the second implementation phase, CUREE is working with CfBT and Oxford University to design and deliver the project's launch events and initial RCT training. Finally, CUREE is also providing the intervention training for Response to Intervention (RTI) and Research Lesson Study (RLS), two of the interventions used in the project.

Evaluation framework for ETF

CUREE has been commissioned by the Education and Training Foundation to establish an evaluative framework for the foundation. CUREE will be working towards the production of an evaluation framework, a set of core evaluation questions and a 'map' of current good practice, available evidence and gaps in the evidence which need to be addressed.

RTI for EEF

We are working with Achievement for All (AfA3As), supported by the Education Endowment Fund (EEF) in trialling enhancements to the AFA programme using evidence based interventions known as Response to Intervention.

This has involved running a large scale randomised control trial (RCT) in 60 schools testing AfA's impact at primary/secondary transfer and, specifically, testing an enhancement to the AfA approach known as Response to Intervention (RTI). RTI is compatible with AfA's core approach but adds to it some specific evidence-based approaches to improving reading and writing attainment and a multi-level intervention strategy.

The results of the June/July trial are still being evaluated by the EEF appointed external evaluator but our first informal analysis of the test results show promising results - particularly for an intervention which lasted less than half a term.

FILMCLUB

CUREE are working with FILMCLUB to evaluate their three new inclusion projects. These projects aim to use film to help specific (including disadvantaged) groups of students. The evaluation will look at how the project has impacted on pupil outcomes such as confidence and learning and achievement across the curriculum amongst others.

Research route maps for colleges and schools

We design and produce bespoke interactive route maps for colleges and schools to help them achieve development priorities in evidence based way. In the form of a tube map, each line represents a development area and is sequenced to introduce colleagues incrementally to evidence about what makes the most difference in which contexts. Resources include staff meeting tools, PowerPoint Presentations, case studies and micro-enquiry tools to help evaluate impact.

Skein

Skein is an independent school/college improvement service, whose mission is to support leaders with effectively developing their staff to support the institution's drive to excellence. We gather and analysis data, interview leadership and staff to produce a report which provides evidence about how effectively the school connects staff learning to student learning with next steps in building an effective and efficient professional learning environment, enabling schools to build CPD capacity in school/college as a means of driving progression forward.

CUREE's achievements are team achievements so all CUREE colleagues work collaboratively and responsively. All staff are expected to undertake other duties appropriate to their post's grade and nature.

Terms and Conditions

This is a full-time post with normal hours of 37.5 per week. Holiday entitlement will be 20 days per year (rising to 25 after 5 years) in addition to Bank Holidays. Salary will fall within the range £23,000 to £30,000 depending upon experience, skills and knowledge of the appointed candidate.

The company has a designated Stakeholder Pension Scheme, to which it makes a matching contribution of 4%.

How to apply

Please complete and return a CUREE application form. For further information please contact at CUREE on 024 7652 4036 or email Sian Bravington sian.bravington@curee.co.uk. The closing date for applications is 6th January 2014. Interviews will be held in our offices in Coventry on Friday 10th January 2014.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • First degree (or similar) 	<ul style="list-style-type: none"> • Post-graduate qualification
Knowledge	<p>(At least 4 of the following 5 areas in this category essential)</p> <ul style="list-style-type: none"> • familiarity with the British school and/or FE systems and current educational issues; • an understanding of the core principles of teaching and learning • an understanding of core principles of communication; and • an understanding of research, including qualitative and/or quantitative methods • an appreciation of ways in which research and/or evidence can inform practice 	<ul style="list-style-type: none"> • current national policy priorities • an understanding of the core principles of professional development for teachers in schools and/or colleges; and • Skills and expertise in using statistical research methods and analysis tools
Experience	<ul style="list-style-type: none"> • Substantive (probably at least 3 years) experience as a practitioner or researcher in an education setting • some experience of the discipline of working in an office environment; and 	<ul style="list-style-type: none"> • project management; • using research and/or evidence to inform practice; and • direct experience of teaching

	<ul style="list-style-type: none"> • writing for a variety of audiences 	<i>and</i> of research.
Skills & attributes	<ul style="list-style-type: none"> • excellent communication skills, both oral and written; • a thirst for learning; • ability to contribute effectively as part of a team and to develop collaborative skills in others • ability to understand/put yourself in the shoes of customer, readers and learners; • ability to take initiative and to function with strategic rather than day-to-day supervision; • flexibility and multi-tasking; • optimism, cheerfulness and an interest in other people; and • a disciplined approach to task management, timetables and deadlines. 	<ul style="list-style-type: none"> • ability to make connections between ideas and projects, between theory and practice; • ability to analyse problems or information systematically and in depth; • capacity for honest reflective self appraisal; and • persuasive interpersonal skills;
IT Skills	<ul style="list-style-type: none"> • word processing, email and file management; • PowerPoint and spreadsheets; and • sourcing information using the web and/or web-based databases. 	<ul style="list-style-type: none"> • database management;