



## Department of Education

### Job Description and Selection Criteria

<b>Job title</b>	Research Assistant
<b>Division</b>	Social Sciences
<b>Department</b>	Education
<b>Location</b>	15 Norham Gardens, Oxford, OX2 6PY
<b>Grade and salary</b>	Grade 6: £34,982-£40,855 per annum
<b>Hours</b>	50% FTE
<b>Contract type</b>	Fixed-term 18 months
<b>Reporting to</b>	Cristina McKean Professor of Child Language Development and Disorders, Senior Academic Research Leader
<b>Vacancy reference</b>	178404
<b>Additional information</b>	<i>midday (UK time) on 24<sup>th</sup> March 2025</i>

<b>Research topic</b>	Evaluating the implementation, clinical effectiveness, costs, and consequences of ELIM-I adoption
<b>Principal Investigator / supervisor</b>	Professor Cristina McKean
<b>Funding partner</b>	NIHR



## The role

This is an exciting opportunity for a researcher to join an NIHR funded study to evaluate early identification and intervention for children with Speech Language and Communication Needs delivered by Health Visiting teams across England. In England, 14% of 2–2½-year-olds lack expected language and communication skills, disproportionately affecting disadvantaged communities. The Healthy Child Programme introduced the Early Language Identification Measure and Intervention (ELIM-I) to address these challenges. However, ELIM-I adoption varies, exacerbated by low Health Visitor (HV) numbers and the COVID-19 pandemic's impact on services. This study will evaluate the implementation, impact and costs of the use of ELIM-I in Health Visiting Teams across England. The study outcomes will inform policy, service delivery and commissioning decisions regarding the adoption of ELIM-I.

This study is led by Professor Cristina McKean, University of Oxford and Professor Lindsay Pennington, Newcastle University with colleagues from Northumbria University and the Institute of Health Visiting.

The postholder will join a team of researchers working with the Principal Investigator across a number of national and international studies in the field of Speech Language and Communication Needs and SEND.

Reporting to the Principal Investigator at Oxford, the post holder will have responsibility for organising permissions and access to relevant data (NPD; ECHILD; CSDS data set); contribute to the design, analysis and dissemination of a national survey of HV practice, mapping this geographically and coding and preparing secondary data for analysis. The post-holder will be part of the University of Oxford's Department of Education.

## Responsibilities

Plan and manage own day-to-day research activity within the framework of the agreed project. This will include creating and maintaining a workplan and meeting agreed project milestones, deliverables and/or research outputs.

Organise permissions and access to relevant secondary data (NPD; ECHILD; CSDS data set)

Contribute to the design, analysis and dissemination of a national survey of HV practice, mapping this geographically

Coding and preparing secondary data for analysis, linking survey data outcomes to child variables

Write up results from own research activity (e.g. as project report) for review by PI

Contribute to the design of research materials and make arrangements for data gathering

Contribute to research publications, book chapters and reviews]

Responsible for the day-to-day administration of the research project

Represent the research group at external meetings/seminars, either with other members of the group or alone

Contribute to discussions and share research findings with colleagues in partner institutions, and research groups

## **Selection criteria**

### **Essential criteria**

- Hold a first degree, awarded a 2:1 or higher in statistics, epidemiology, allied health, psychology, education or social science together with experience of conducting research as part of their degree
- Experience of large-scale data management and analysis
- Experience of survey design, dissemination and analysis
- Possess sufficient specialist knowledge in the field of child language development and/or interventions to support children's health, development and educational outcomes to work within established research programme
- Ability to manage own research and administrative activities
- Excellent communication skills, including the ability to write text that can be published, present data at conferences, and represent the research group at meetings
- Experience of following and adapting methodologies
- Excellent analytical skills and computer skills.
- Strong team working skills with capability of working effectively within a team to achieve results.
- Evidence of excellent organisational, interpersonal and communication skills.
- High levels of initiative are encouraged.
- Knowledge of data governance and legal and ethical frameworks relevant to secondary data analysis of child level data

### **Desirable Criteria:**

- Relevant Master's degree
- Experience of secondary data analysis using sensitive, child level data such as NPD, ECHILD
- Experience of contributing to research publications
- Experience of working in a research team and contributing ideas for new research projects

## About the University of Oxford

### Department of Education

The Department of Education is a research-led Department, carrying out research which is of relevance not only to academics in the field of Education and related disciplines, but also to teachers, teacher educators, other education professionals, and policy makers. Its policy of developing both depth and breadth of research expertise remains central to successfully maintaining and enhancing our position as an internationally recognised centre of outstanding research. The 2021 Research Excellence Framework evaluation placed the department as the leader for education research in the United Kingdom. We have a world class reputation for research, as illustrated by our publication and funding portfolio, indicators of international and national academic leadership, research prizes, and commitment to mobilising research for the improvement of policy and practice and the benefit of children, parents, and communities. The department has a highly fertile research environment, with around 100 books published since 2010 and over 150 research seminars convened each academic year. All full-time members of academic staff are active researchers.

We have approximately 70 full-time and part-time teaching and research staff, 30 full-time and part-time administrative and professional staff, and around 525 students, of whom 182 were studying part-time.

Research in the Department is organised around three broad Themes: (i) Language, Cognition and Development; (ii) Policy, Economy and Society; (iii) Knowledge, Learning and Pedagogy. Each Theme consists of a cluster of Research Groups and affiliated Centres. All academic and research staff are attached to one or more research groups and research students are active in the groups. The research groups provide a forum for discussion of research ideas and articles in progress, to obtain critical commentary on current projects, and to plan new studies with colleagues. The externally-funded research centres are formally established units, organised around a coherent research plan and include OUCEA (The Oxford University Centre for Educational Assessment), SKOPE (Research Centre on Skills, Knowledge and Organisational Performance), The Rees Centre for Research in Fostering and Education and EMI (English as a Medium of Instruction). Our doctoral students make an excellent contribution to the research environment; there is an intake of just over 20 students per year.

Over the last 15 years, the Department of Education has grown in size and shape. We currently offer the following courses:

- MSc in Education with 5 different pathways: Comparative and International Education; Higher Education; Child Development; Digital and Social Change; Research Design and Methodology
- MSc in Applied Linguistics and Second Language Acquisition (ALSLA)
- MSc in Learning and Teaching (MLT)
- MSc in Teacher Education
- MSc in Applied Linguistics for Language Teaching (ALLT)
- MSc in Educational Assessment

- MSc in Medical Education
- The Postgraduate Certificate in Education (PGCE)
- A comprehensive Doctoral (DPhil) programme attracting students from all over the world

The PGCE is a one-year teacher training programme for over 190 graduates delivering secondary trained teachers in nine key subject areas (English, Geography, History, Mathematics, Physics, Chemistry, Biology, Modern Foreign Languages and Religious Education). It is undertaken in close partnership with local secondary schools. The course has an international reputation for the quality of its work and in the most recent Ofsted inspection it was awarded the highest grade (Outstanding) in all categories for every subject and for management and quality assurance. At Masters Level there are two full-time courses: MSc Applied Linguistics and Second Language Acquisition and MSc Education in total admitting around 80 students each year. There are five part-time courses: the MSc in Learning and Teaching (MLT) is a two-year course which offers a combination of face-to-face teaching and online support for serving teachers; it recruits approximately 80 students each year. The Masters in Applied Linguistics in Language Teaching (ALLT) is a two-year part-time distance-learning course for lecturers teaching English within higher education institutions internationally, and the Masters in Teacher Education (MTed) is likewise a two-year part-time distance-learning course, aimed at those employed as academics, teachers, and teacher educators worldwide who are involved in teacher education. The MSc Medical Education began in 2021 and is a two-year course which offers a combination of face-to-face teaching and online support for those involved in medical education.

The doctoral programme (DPhil) has over 100 registered DPhil students, including 12 part-time, researching in a diverse range of areas. Education is a recognised Pathway in the ESRC Social Sciences Doctoral Training Partnership (DTP).

Overall the Department is now one of the three largest centres in the UK for full-time postgraduate study in the field of education.

Further information about the Department and its staff, courses and research activities please visit: [www.education.ox.ac.uk/](http://www.education.ox.ac.uk/)

See in particular our Annual Reviews at <http://www.education.ox.ac.uk/about-us/department-reviews/>

## Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Tim Power, who is a member of the University's Council.

The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School.) Interdisciplinary links within

and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2021 confirmed Oxford as the UK powerhouse for research, where Oxford accounted for more world-leading (4\*) research than any other institution, and more than two-thirds of the research's impact was also recognised as world leading, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high-quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the internationally regarded PGCE.

For more information please visit: <http://www.socsci.ox.ac.uk/>

## **Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## **How to apply**

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at <https://www.jobs.ox.ac.uk/how-to-apply>.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

#### **Information for priority candidates**

*A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).*

*If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University's Policy on Data Protection is available at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See [www.welcome.ox.ac.uk](http://www.welcome.ox.ac.uk). There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).