



Job title: **Education Researcher**

Line Manager: **Assistant Director (Education)**

Purpose:

To provide educational support and research on education policy; to help develop responses to issues facing Catholic education with relation to schools; and to support the relationships between the Catholic Education Service and colleagues in dioceses.

Responsibilities

- To provide advice and support to the CES on educational issues affecting England, with a particular focus on standards and assessment.
- To draft responses to consultations, proposals and Bills as required.
- To provide research and data analysis support for the CES Education and Public Affairs teams
- To work on developing responses to strategic and current issues facing Catholic schools and education.
- To provide support to diocesan colleagues in England.
- To represent the CES at external meetings as required.
- To represent the policies of the Bishops of England and Wales.
- To maintain good relationships with other faiths and others involved in providing education.
- To undertake other duties appropriate to the role as requested by the Assistant Director/Director.

Person Specification:

Competency	Criteria	Assessment
Experience of Policy development and research within education	<ul style="list-style-type: none"> • Demonstrates understanding of relevant education issues 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates deep knowledge of current and emerging Catholic education practice	<ul style="list-style-type: none"> • Provides examples of understanding in a diverse context 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates understanding of education standards and education frameworks	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates IT competence using Microsoft Word, Outlook, PowerPoint and Excel	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates competence draft responses to draft Government legislation	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Collaborate effectively in an office environment with a positive can-do attitude.	<ul style="list-style-type: none"> • Provides evidence in CV and Interview 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Contributed to the development of action plans and delivered required outcomes.	<ul style="list-style-type: none"> • Provides evidence in CV and Interview 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates confidence in engaging confidently and appropriately with people from diverse backgrounds and beliefs	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates excellent verbal & written communication skills	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Covering letter • CV • Interview
Demonstrates a strong capacity to act as an ambassador for Catholic education	<ul style="list-style-type: none"> • Provides examples 	<ul style="list-style-type: none"> • Interview

Summary of Terms and Conditions

- Normal place of work is 39 Eccleston Square, London SW1V 1BX
- The role is a 1-year Fixed Term Contract, full time
- The role requires frequent travel throughout England & Wales and may include evenings and weekends
- Salary £24,000 - £30,000, subject to experience