Regional School Engagement Lead
Recruitment Pack- November 2023

Role: Regional School Engagement Lead

Responsible to: Head of Engagement

Working hours: 37.5 hours per week

Location: Home-based with regular travel throughout the UK

Benefits: £43,500 - £49,919, 10% pension, 30 days leave, CPD, employee assistance programme

About the role

The Institute for Research in Schools (IRIS) is seeking to appoint a Regional School Engagement Lead. This post will support secondary schools and colleges across the UK to run student-led STEM research projects. We may be able to be flexible on which regions this candidate supports, depending on the candidates who apply.

Under the direction of the Head of Engagement, the Regional School Engagement Lead will work with teachers and researchers to help us deliver our mission.

The right candidate will be passionate about students having the opportunity to experience real research whilst at school. They will have experience working in, or with, secondary schools/colleges and will be adaptable to the changing requirements of the role across an academic year. Some research experience and familiarity with academic publishing would be highly advantageous, as would a physics or computing background.

We are keen to recruit from as wide a talent pool as possible, in terms of both personal and professional background. We welcome applications from any individuals regardless of age, sex, disability, ethnicity, gender or personal circumstances.
About IRIS

The Institute for Research in Schools (IRIS) believes that young people have the capacity to change the world. If their education empowers them with the right tools, school-aged students can contribute to the community of scientific research right now.

Our mission is to change the culture in UK education so that authentic research and innovation is part of every young person’s experience.

We begin by:

- Creating opportunities for students to participate in cutting-edge STEM research and collaborate with leading universities and institutions while still at school
- Evidencing the impact of students carrying out research while still at school
- Facilitating a research culture by influencing and demonstrating best practice of STEM research and innovation in schools.

As a charity, everything we do is driven by our moral purpose; to capture talent and break down barriers that impact underrepresented young people in STEM.

How to apply

To apply, please submit an up-to-date curriculum vitae, a letter of application and completed Diversity Monitoring form to martinkeat@researchinschools.org. Please use the subject: IRIS –Regional School Engagement Lead. Your CV and letter of application should be no longer than three sides of A4 with a font size no smaller than 11pt.

Applications should address:

- Why the candidate wishes to take on this role
- What they can bring to the post
- How they meet the criteria as stated in the job description and person specification

Questions

If you wish to have an informal conversation about the role prior to applying, please contact Katy Glazer, Head of Engagement by email at katyglazer@researchinschools.org.
Key dates

- **15 January 2024 at 5pm:**
  Deadline for applications.
- **19 January 2024 by 5pm:**
  If you have not received an invitation to interview by this date, please assume that you have not been shortlisted.
- **1 or 2 Feb 2024:**
  Interview for shortlisted candidates at our London offices

Requirements

Please note that candidates must have the right to live and work in the UK. The successful candidate will be employed under UK law. Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. An online search based on the information provided by applicants will also be conducted. Appointment will be contingent on a satisfactory Enhanced DBS check.
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**Purpose of the Job:**
To support secondary schools and colleges to run student-led STEM research projects. This includes working with school staff across the UK and collaborating with research partners.

**Main Duties**

**Working with schools**
Supporting staff in secondary schools and colleges to offer research opportunities to students, this includes:

- Working with teachers in science, computing, geography, maths, or other STEM departments, as well as senior leadership teams or careers advisors
- Meeting with school staff via MS Teams (with in-person meetings where viable)
- Establishing school interest areas, initiating projects and responding to project queries
- Signposting to relevant project materials
- Delivering support webinars
- Supporting students following their own research questions through our ‘Original Research’ programme
- Offering support for students completing novel, publishable research
- Providing feedback on students’ research posters and other support for schools attending IRIS Conferences

**Research projects**
Each Regional School Engagement Lead champions a few of our research projects, as well as working with colleagues to scope new project opportunities. Responsibilities include:

- Quickly familiarising yourself with existing projects
- Developing a subject specialism aligned to your ‘championed’ projects (likely to be Big Data: ATLAS and Original Research, which can be found on our website)
- Liaising with project partners (researchers in academia or industry)
- Exploring possible subject areas for new projects
- Working with the Head of Engagement to co-develop new research projects
- Developing resources and content for new research projects

**Events**
IRIS hosts several in-person events throughout the year. You may be required to help plan, support or deliver a few of these, including:

- IRIS Conferences in June, where students showcase their research
- Masterclass-type events for students mid-year
- The IRIS Awards ceremony, in September, which celebrates the achievements of students, staff and partners
### Data management and monitoring/evaluation

Demonstrating the impact of IRIS’s work is an important part of the charity’s remit, your responsibilities will include:

- Updating Salesforce records weekly with student numbers/project information
- Supporting the evaluation team by helping plan surveys, interviews and focus groups

### Communications

- Identifying news stories and innovative research projects
- Drafting text for project resources and reviewing designed documents
- Liaising between comms staff (including our videographer) and school staff
- Providing details for press releases ahead of events

This is not an exhaustive list. It may be necessary to undertake other duties to fulfil the objectives of the charity.
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| Education & Qualifications | • Minimum education to degree level in a STEM related field, or equivalent experience  
• A high standard of written and spoken English | Application |
| Experience            | • Experience working in (or working with) secondary or post-16 education  
• Teaching experience, or experience working with teachers  
• Experience working collaboratively with researchers, such as university academics (D)  
• Experience writing classroom resources (D)  
• Experience planning/supporting events (D)  
• Python coding experience (D) | Application / Interview |
| Knowledge             | • Working knowledge of the process of STEM research  
• Knowledge of the challenges teachers, students and schools face  
• Good understanding of education systems across the UK, including qualification pathways and awareness of STEM curricula  
• Some particle physics/coding knowledge for ‘championing’ the Big Data: ATLAS project | Application / Interview |
| Skills & Competences  | • Able to support school students in publishing research via a peer-reviewed journal  
• Strong interpersonal skills and an ability to build rapport with teachers and technicians  
• Able to work remotely, using MS Teams and other virtual platforms  
• Experience prioritising workload and working autonomously  
• Able to write for a school-age audience, including scientific content  
• Confident learning new STEM content and assimilating this for students | Application / Interview |
| Personal Attributes   | • Highly organised with excellent time management  
• A positive and collaborative team member  
• Willing to work at all levels and adaptable to the situation or task in hand  
• Polite, friendly and approachable manner  
• Ability to promote a professional image of IRIS at all times, including online  
• Ability to communicate confidently | Interview |
| Other                | • Able and willing to travel within the UK to visit schools and attend team meetings, including travel outside of usual working hours  
• Full UK Driving licence | Application / Interview |