

Candidate Information

Position: Graduate Research Assistant
School/Department: School of Arts, English and Languages
Reference: 25/112769
Closing Date: Monday 18 August 2025
Salary: £35,136 per annum (pro rata)
Anticipated Interview Date: Friday 29 August 2025
Duration: This is a part-time (0.3 FTE), 3 year fixed term post.

JOB PURPOSE:

To work with a small team of researchers on the development, pilot and rollout of an Admissions Toolkit for Home, Heritage and Community Languages (HHCLs), and to help with the development, design and dissemination of a 'pupil-friendly' version of the toolkit. The successful candidate will be expected to work independently, managing their own time and workload, as well as collaborate with colleagues.

MAJOR DUTIES:

1. To work closely with Professor Janice Carruthers, Dr Emma Humphries and Dr Daniel McAuley to design, pilot, rollout and evaluate the admissions toolkit across all UK universities.
2. To liaise with key stakeholders, including (1) university admissions teams, to locate, categorise and evaluate their current admissions policies, and (2) pilot universities and later all universities, to introduce the toolkit, troubleshoot any questions and issues arising, and collect feedback.
3. To coordinate and undertake the following tasks: ensuring a database of current university policies is up to date; research tasks related to the toolkit's content; questionnaire design; liaising with universities during the pilot and rollout stages; troubleshooting during the pilot and rollout phases; data and feedback gathering from pilot universities; helping to analyse the feedback and gather relevant evidence; helping to roll out the toolkit to all UK universities; troubleshooting during this phase; evidence and feedback gathering; assisting with quantitative and qualitative analysis of feedback to evaluate the success and impact of the toolkit; working with the team to develop and design a 'pupil-friendly' version of the toolkit; helping to disseminate this version in mainstream and supplementary schools.
4. To monitor and report progress of the toolkit rollout, ensuring agreed strategy and plans are implemented and meet with professional and quality standards.

ESSENTIAL CRITERIA:

1. An undergraduate degree.
2. Experience at postgraduate level of analysing complex data and writing up research findings.
3. Proven ability to design and manage databases.
4. Research experience in quantitative and qualitative analysis.
5. A strong belief in the importance and value of languages.
6. A basic understanding of the current UK context of home, heritage and community languages teaching and assessment.
7. A basic understanding of undergraduate admissions processes in UK universities.
8. Experience of working as part of a team and independently.
9. Excellent IT skills, including the ability to use Microsoft programs such as Word, Excel and PowerPoint.
10. Demonstrable organizational skills.
11. Strong problem-solving abilities.
12. Highly developed communication skills, both oral and written.

DESIRABLE CRITERIA:

1. An undergraduate degree in languages.

2. An understanding of the A-level curricula in languages