



Job Description

Job Title:		Deputy Research School Director			
Location:		Central Team			
Date:	May 2025	Status:	Final	Pay range:	L4 – L8
Responsible to:		Research School Director			
Responsible for:		To assist the Research School Director in leading and managing the Newcastle Research School.			
Job purpose:		<p>To ensure the continued successful contributions of Newcastle Research School into the wider Research School Network. To grow reach and partnerships and capacity within Newcastle Research School.</p> <p>Secure Newcastle Research School's reputation as a leading educational establishment and facilitate the effective dissemination of educational research to the benefit of students within NEAT and beyond; locally, regionally and nationally.</p>			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. In liaison with the Research School Director to support the strategic direction of the Research School;
2. To support and take a lead in the organisation of multiple Research School conferences and also lead sessions at events;
3. To organise, develop and deliver external programmes for the Research School
4. To organise bespoke packages of evidence-informed training for teachers and school leaders, and external organisations e.g. Teaching Schools; ITT providers etc.
5. To initiate and continue research innovations that lead to funded projects led by the Research School;
6. To work closely with Higher Education Institutions in leading research trials into a range of pedagogic and wider school improvement issues;
7. To share the work of the Research School Network with the wider educational community via: conferences, effective use of social media, and contributions to Institute of Effective Education (IEE) and Educational Endowment Foundation (EEF) resources.

8. To develop evidence informed exemplification to share internally and externally.
9. To support the Research School Director to report regularly to the CEO and SLT/Board on the planning and ongoing progress of the Research School;
10. To develop the research projects, securing funding and securing the sustainability of the Research School;
11. To develop evidence informed practice across the trust improving outcomes for disadvantaged pupils.
12. To collaborate with trust ELEs to develop teaching and learning within the trust impacting on outcome and developing exemplification to share internally and externally.

Trust responsibilities:

13. Work to fulfil the vision and values of the trust.
14. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
15. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
16. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
17. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
18. Participate in appraisal, training and development and other activities that contribute to performance management.
19. Attend and participate in regular team and 1:1 meetings.