

**Job ID: LMTL\_0517**

March 2017

Dear Candidate,

My name is Rachel Carr and I am one of the founders of **IntoUniversity** and its current CEO. **IntoUniversity** is an award-winning and growing charity, which inspires young people from disadvantaged backgrounds to attain a university place.

Our mission is to bring Higher Education within the reach of students from the poorest homes, thereby opening up a world of new life possibilities including professional careers. **IntoUniversity** has fourteen years' experience of delivering high quality and impact-driven education services through its network of learning centres located at the heart of disadvantaged communities where few young people will ever dream of a university education. The charity is successfully running 22 centres in London, Nottingham, Bristol, Leeds, Oxford, Brighton and Southampton and we have ambitious plans to scale-up our service provision by opening up further centres by 2020. Last academic year the charity supported over 25,000 children and young people across the UK.

At this exciting time in our evolution we are looking for a high-calibre candidate to act as a **maternity cover Team Leader** for our **Leeds East** centre. The centre was opened in 2014 in partnership with the University of Leeds.

You will have responsibility for running your **IntoUniversity** centre including planning and delivering the programme, liaising with external stakeholders (including our university partners) and meeting **IntoUniversity's** targets for delivery. However a substantial element of this role is delivering on the ground our education programme to children and young people aged 7-18. You will need to have a genuine passion and enthusiasm for working with young people including leading a class of 30 from the front, working with small teams of children and providing occasional one-to-one support. This is not a desk job!

You will have a minimum 2.1 honours degree (or a PGCE in addition to a 2:2 degree) and **at least** two years' full-time experience working with children and young people in a relevant role by the start date, for example working as a teacher or youth worker. Please note that a full academic year will be regarded as equal to a full calendar year if working in an academic environment. Ideally your experience will be full-time and paid but it may also include full-time voluntary work. You will also have excellent written and oral communication skills and be able to demonstrate an ability to manage projects and people.

The role will be fast-paced and challenging. Each day you will be contributing directly to the success of the charity and the transformation of the lives of some of the UK's most disadvantaged young people. Flexibility, attention to detail and the ability to multi-task are all necessary for your day-to-day routine. You will be proactive and able to use your initiative at all times. You will have excellent organisational skills and be highly efficient. In addition to leading a team, Team Leaders may be asked to take on an additional area of responsibility across the **IntoUniversity** network.

Team Leaders are required to manage a range of responsibilities and deal with the many different challenges of running a high-performing **IntoUniversity** centre. The successful post holder will receive training specific to the Team Leader role, this will be arranged upon appointment.

The starting salary is £26,000, rising to £26,250 after three months and £26,500 after six months. In addition to all UK bank holidays we also offer 25 days' annual leave (plus a discretionary 3 days and two closure days at Christmas), a 'length-of-service' additional leave system, a generous pension scheme and

opportunities for further training. We also offer a loan towards travel card costs and/or cycle to work scheme (on condition of passing probation).

And finally, our aim as a charity is to become *the* pre-eminent provider of widening-participation services in the UK and we are looking for someone who will be committed to helping us to achieve that goal. You will need to have a genuine passion for the mission and values of **Into**University. If you believe that all young people deserve the chance to achieve their potential regardless of their background and want to play a part in helping them succeed then we would be delighted to hear from you.

If you wish to apply for this post please complete our online application form which can be found [here](#) by **10am** on **Monday 27<sup>th</sup> March 2017**. A longlist of candidates will be invited to a selection day that will take place in London on **11<sup>th</sup> April 2017**. This post begins on **Monday 8<sup>th</sup> May 2017**. This is a maternity cover fixed-term post with an end date of **4<sup>th</sup> May 2018**.

Please note that when you submit your application you will need to attach a written observation, assessing your delivery with children or young people from your current or previous employment. If you are a teacher you may submit any formal observation from a school which may or may not be from one of the two named referees on your application form. If you have non-teaching experience this observation should take the form of one of your listed referees' formal consideration of the effectiveness of your delivery with children or young people.

Thank you very much for your interest in this post. I very much look forward to receiving your application.



Dr Rachel Carr  
Chief Executive and Co-Founder  
**Into**University



This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of his/her job. IntoUniversity and The ClementJames Centre are evolving organisations and therefore changes to the employee's duties may be necessary from time to time. The Job Description is not intended to be inflexible or a finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

## IntoUniversity Team Leader Maternity cover (Fixed-term)

**PLACE OF WORK:** IntoUniversity Leeds East, St Aidan's Church, Elford Place West, Leeds, LS8 5QD

**START DATE:** 8<sup>th</sup> May 2017

**END DATE:** 4<sup>th</sup> May 2018

**RATE OF PAY:** £26,000 and employer's pension contribution at 5% (following enrolment in the charity's pension scheme). The salary will rise to £26,250 on satisfactory completion of three months of service and increase further to £26,500 on satisfactory completion of six months in role.

**HOURS OF WORK:** 37.5 hours, Monday to Friday. Some early morning, evening and weekend work will be required. Time off in lieu will be awarded in accordance with our policy document.

**HOLIDAY:** 25 days per annum + 8 Bank Holidays + a discretionary 3 days + 2 closure days at Christmas + additional length-of-service entitlement.

**ADDITIONAL BENEFITS:** A loan towards travel card costs and/or cycle to work scheme can be taken up by all staff members following successful completion of the probationary period. In addition we provide employer's pension contribution at 5%.

**MANAGEMENT:** The post holder will be line managed by the Director of Regional Operations.

**SUPPORT:** Team Leaders will receive support through training and induction to the role. A formal plan of structured support will be agreed with your line manager on commencement of the role. You will be matched with a 'Buddy' (a current member of IntoUniversity staff) when appointed. They will be a point of contact should you have any questions via email or phone, and who will keep in touch to tell you more about the charity and the role which you will be settling into when you join us.

**TRAINING:** The successful post holder will receive training specific to the Team Leader role in summer 2017, this will take place in London. Support with accommodation (if required) and travel costs will be provided.

## What will your main duties be?

- To ensure that the ethos and values of the charity are maintained in the **Into**University centre
- To oversee the successful delivery of our educational programme at one of our centres using positive behaviour management and adhering to the **Into**University safeguarding policy. Including:
  - Managing the centre delivery timetable, taking responsibility for leading and delivering (with help from the **Into**University Education Workers) the after-school Academic Support programme. Including: leading and managing staff and tutors; recruiting and leading volunteers; liaison with university partners; publicity; taking responsibility for organising the classroom; maintaining the good behaviour of users; implementing **Into**University's positive behaviour management policy; developing new resources
  - Assisting fully with the organisation and high-quality delivery of the primary and secondary FOCUS programme, supporting the **Into**University Education Workers with responsibility for these strands
  - Assisting fully with the organisation and high-quality delivery of the Mentoring Programme, supporting the **Into**University Education Worker with responsibility for this strand
  - Taking responsibility, working with the support of your line manager, to ensure that the high quality of the educational programme is maintained, centre targets are reached and that the pastoral needs of the children and young people are met
  - Taking the lead in working with your line manager and the **Into**University Education Workers to recruit children and young people to all strands of the programme
  - Liaising with your line manager to plan project delivery over the academic year and to take the lead in working with the **Into**University Education Workers to liaise with existing schools and other partner bodies for example, corporates, universities and other voluntary sector bodies
- To lead and line-manage the staff team at the centre, generating a positive working environment and ethos and ensuring that the team are well motivated, are managing their workloads effectively, and are providing a high quality service
- To work with the support of your line manager to oversee the administration and day-to-day running of the education centre, including for example, organising small maintenance jobs, ensuring the site is left tidy, overseeing the cleaner, being the 'face' of **Into**University to parents and any other visitors and ensuring Salesforce database records and monitoring requirements are kept up to date
- To provide input into the staff probationary and appraisal processes with your line manager
- To ensure that **Into**University policies and procedures are met and regularly reviewed at the centre
- To take responsibility for petty cash
- To take responsibility for an additional area of the charity's work
- To play a full part in delivering the training of the Youth Development Interns
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Equal Opportunities, Health & Safety and Working with Vulnerable Groups and undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post

## Who are we looking for?

The applicant must:

**AF** – Application Form, **SD** = Selection Day, **WT** = Written task, **Obs** = Observation

The applicant will:	Essential	Desirable	Evidence
Have completed an undergraduate degree to a 2.1 or higher (or have a PGCE)	✓		AF
Have achieved grade C or higher in GCSE Maths and English (or equivalent)	✓		AF
Be able to demonstrate passion for the ethos and values of the charity	✓		AF, SD
Have a minimum of two years' full-time paid or voluntary experience working with children and young people	✓		AF
Have highly effective time management skills	✓		AF, SD
Have excellent written and verbal communication skills	✓		AF, WT
Be able to demonstrate highly effective organisation and have the ability to implement the <b>Into</b> University programme	✓		AF, SD
Be able to demonstrate efficiency, creativity and enterprise	✓		AF, SD
Be able to demonstrate effective leadership qualities and the potential to develop as a leader	✓		AF, SD
Be able to communicate the ethos and value of the <b>Into</b> University programme to a range of audiences including schools, university volunteers and other partners where necessary	✓		WT, SD
Be able to demonstrate a positive 'we can' ethos when responding to challenges	✓		AF, SD
Be able to manage, oversee, plan and deliver activities for children and young people, taking into account their pastoral and academic needs	✓		SD, Obs
Be ambitious, enthusiastic, driven and committed to leading a thriving and successful <b>Into</b> University programme	✓		AF, SD
Be very highly self-motivated and able to prioritise and identify tasks	✓		AF, SD
Be excellent at interacting with and motivating children and young people and be able to model effective behaviour management in classroom settings	✓		Obs
Be able to apply knowledge of F.E. and H.E. (e.g. UCAS applications) to help young people decide about their futures; and have knowledge of national developments in H.E. and their impact on young people traditionally underrepresented in H.E.	✓		AF
Have the ability to work extremely effectively under pressure, meeting tight deadlines	✓		AF, SD, Obs
Be able to lead successfully the day-to-day running of an education centre	✓		AF, SD
Be able to demonstrate flexibility and commitment to taking a full and active part in the development of the charity, for example participation at monthly cross-centre leadership meetings	✓		AF, SD
Have a working knowledge of the Salesforce database and Aqilla accounting software		✓	AF
Be able to carry out professional and effective monitoring and evaluation		✓	AF
Be highly computer literate and conversant with Word, Excel etc		✓	AF
Have experience of taking responsibility for petty cash		✓	AF
Have experience of confidently negotiating with a variety of stakeholders for example Head Teachers, Funders, Universities		✓	AF
Have previous experience of managing teams		✓	AF
Have previous experience of managing multiple projects		✓	AF

# Training and Career Progression

## What support will you receive?

Our staff are supported from the moment they are appointed. If you are successful, you'll embark upon a programme of support from day one, with an **Into**University 'Buddy' who will be a point of contact should you have any questions via email or phone, and who will keep in touch to tell you more about the charity and the role which you will be settling into when you join us.

## What training will I receive?

Bespoke training specific to your Team Leader role, dependent upon your needs.

In-house training covering all aspects of the charity's education programme and including:

- A weekly review meeting for the first six weeks
- Training on topics including the aims and ethos of the IU education programme and how our unique programme is delivered
- Practical workshops, e.g. planning a FOCUS Week and using the database
- 'On the job' training with children and young people – observing and team teaching

There is then an **on-going training programme** which takes place over your first two years' with us, it includes:

- Phase one and two of Investment in Excellence (total of five days); a course designed by the Pacific Institute
- Further in-house training on positive behaviour management, charity governance etc.
- In-house workshops for example on fundraising and budgeting
- A 2 day in-house Leadership training programme
- An annual whole team challenge.

Continuing training opportunities are then provided as appropriate whilst you are in your role.

## Further Information about IntoUniversity

### What are the distinctive features of our IntoUniversity model?

- We offer a centre-based service away from school
- We are a 'home-from-home' rather than a 'school-from-school'
- We use a pastoral model
- We maintain a high staff/student ratio
- We have excellent existing educational partnerships at local and national level
- We start working with young people from age 7 and work with them over the long term until university access
- We provide a positive aspirational ethos
- We take a multi-stranded approach

### What does IntoUniversity's programme of support include?

- **Primary & Secondary Academic Support:** After-school tutored help with homework as well as one-to-one support with: GCSE, AS Level, A Level and degree options, coursework, revision, exam techniques; UCAS forms, interview techniques, gap years.
- **Secondary FOCUS Workshops:** An innovative series of workshops designed to give students a clear understanding of what a university is and why they should aspire to enter Higher Education.
- **Primary FOCUS Workshops, Weeks & Days:** Themed weeks and days of out-of-school experiential learning for Years 5 and 6. Workshops include 'What is a University?' and 'Transition to Secondary School' FOCUS Days and Weeks include, WW2, Science and Performing Arts.
- **Leadership in FOCUS:** Training days to encourage and motivate young people.
- **Extending Horizons FOCUS trips:** Educational residentials which help to raise aspirations and motivation to achieve at school and promote the importance of team building.
- **Mentoring:** We work with top-tier universities, pairing students with our users. We also run a corporate mentoring scheme to support students from Year 13 through to their first year at university. The programme promotes self-worth, social development, responsibility and aspiration.

### What do Experts in the Charity Sector think about IntoUniversity?



NPC's research reports dig deep into social issues ... exploring which approaches work and which don't, what government is doing to tackle the issue and what difference private donations can make.

*'IntoUniversity is a charity that demonstrates excellent optimisation of resources, and is one of the best-run charities that NPC has come across. There has been impressive growth at IntoUniversity since NPC wrote the long analysis two years ago, though the fundamentals of the charity's vision, strategy and approach remain constant.'*

Research Report on IntoUniversity available from NPC's website [www.philanthropycapital.org](http://www.philanthropycapital.org)



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## Online Information about **IntoUniversity**



Please visit [www.intouniversity.org](http://www.intouniversity.org) for further information



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Find out [here](#) how **IntoUniversity** supports its students to achieve their aspirations  
*University has always been something I wanted to do, but it's only really happened because of IntoUniversity.*



Watch a video about [here](#) about our innovative programme of support



Read [here](#) the National Foundation for Education Research evaluation of **IntoUniversity**

*The evidence in this report supports the conclusion that the **IntoUniversity** programme has a positive, transformational impact on children and young people in terms of their academic success, attitudes to learning and social skills; all of which are key elements of helping children and young people to aspire and achieve.*



Read [here](#) the Evaluation Report on **IntoUniversity** by charity analysts NPC  
*IntoUniversity is ... one of the best-run organisations that NPC has seen: it has an effective model, impressive management, strong finances, and increasing evidence of its impact.*



Click [here](#) for media coverage of **IntoUniversity**