



# Team Leader

Thank you for your interest in working with us.

My name is Rachel Carr and I am one of the founders of **IntoUniversity** and its current CEO. We're an award-winning charity that runs local learning centres which provide an education programme addressing underachievement and social exclusion. We target children and young people most at risk of failing to meet their potential to go to university due to economic, social, cultural, or linguistic disadvantage. **IntoUniversity** provides practical learning support and motivational and confidence-building activities for children and young people aged 7-18. We currently have twenty-two centres across the country and we have ambitious plans to scale-up our provision further over the coming years.

We are looking for high-calibre candidates to act as **Team Leaders** in our Brighton, London and Oxford teams. 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 one-to-one support. This is not a desk job!

You will have a minimum 2.1 honours degree and at least two years' full-time (or equivalent) paid experience working with children and young people in a relevant role, for example working as a teacher or youth worker. You will also have substantial experience of managing projects and people, have excellent written and oral communication skills and will be committed to managing your centre for a minimum of 2 years.

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 are expected to take on an additional area of responsibility across the **IntoUniversity** network. This area will be agreed with the Senior Management Team on appointment.

We welcome all applications and all those that are sent on time will be read and carefully considered. We particularly welcome applications from male and/or black and minority ethnic candidates as they are currently under-represented within **IntoUniversity**.

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 people 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 **IntoUniversity**. 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.

Thank you very much for your interest in this post and the ongoing development of our charity.

Dr Rachel Carr, Chief Executive and Co-Founder



## What training will I receive?

You will begin with an intensive eight week training programme which all new delivery staff take part in and which has been externally accredited. The training will start on 7<sup>th</sup> August 2017 and will take place in London.

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

## What is the application process?

The first stage is to complete our online application form which can be found on our website. Please note that when you submit your application form you will also 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 a formal observation from a school and then list two named referees on your application form whom we can contact if you are shortlisted. 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.

We will consider all applications after the close date and create a longlist of candidates to invite to a selection day. This will be held on 30 May for London and Oxford candidates and either 30 or 31 May for Brighton candidates.

## Salary Progression

Subject to satisfactory performance your pay will increase as follows

£26,500 in July 2017

£26,750 in November 2017

£27,000 in February 2018

£27,700 if promoted to Centre Leader in August 2018

*+£600 for all of the above if based in a London centre*

## At a glance

£26,000 per annum  
+£600 if based in a London centre

7<sup>th</sup> August start date

25 days' holiday

+ bank holidays  
+ up to 5 extra days at Christmas  
+ additional length of service entitlement

Vacancies in:  
Brighton, London and  
Oxford

9:30am – 6pm

Some additional weekend and unsocial hours will be required.

8 May Application deadline	30 or 31 May Selection process	7 Aug Start date
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TL\_0817 job ID

For more information contact

Jenny James

HR Manager

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Telephone: 020 7243 0242

## What will my main duties be?

- To ensure that the ethos and values of the charity are maintained in the **IntoUniversity** centre
- To oversee the successful delivery of our educational programme at one of our centres using positive behaviour management and adhering to the **IntoUniversity** safeguarding policy. Including:
  - Managing the centre delivery timetable, taking responsibility for leading and delivering (with help from the **IntoUniversity** 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 **IntoUniversity**'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 **IntoUniversity** Education Workers with responsibility for these strands
  - Assisting fully with the organisation and high-quality delivery of the Mentoring Programme, supporting the **IntoUniversity** 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 **IntoUniversity** 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 **IntoUniversity** Education Workers to liaise with existing schools and other partner bodies for example, corporates, universities and other voluntary sector bodies
- To lead 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 **IntoUniversity** 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 Cluster Manager
- To ensure that **IntoUniversity** 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 will:

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

	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