



Team Leader London

My name is Rachel Carr and I am one of the founders of **Into**University 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.

As the UK's leading university access organisation, our staff are transforming the fortunes of thousands of young people each year. From September 2019 we will have thirty-one centres and extension projects across the country, with ambitious plans to scale-up our provision further over the coming years.

We are looking for a high-calibre candidates to take up permanent roles as **Team Leaders** in existing **Into**University centres in London. You will have responsibility for running your **Into**University centre, including managing your team, planning and delivering the programme, liaising with external stakeholders (including our university partners) and meeting **Into**University's targets for delivery. However a substantial element of this role is delivering our education programme to children and young people aged 7-18, so 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.

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. 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 and I look forward to receiving your application.



Rachel Carr

Dr Rachel Carr, Chief Executive Officer and Co-Founder

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At a glance

Based in
London

Start date
Flexible (but no later than 5 August 2019)

£29,600 per annum
(including £1,000 London contribution,
rising to £1,200 in September 2019)

9:30am – 6:00pm
Some additional weekend &
unsocial hours will be required.

25 days' holiday
+ bank holidays
+ additional 2 closure days at Christmas
+ additional length of service entitlement

Staff benefits

- Perkbox membership – annual membership to reward scheme with over 200 discounts at leading stores
- Staff in FOCUS – a month of benefits, competitions and prizes held each year
- Interest-free new starter loans of up to £1,000
- Summer working hours
- Generous pension scheme

Training

- Six week training programme in London in August and September 2019
- Specific training for Team Leaders
- Continuing training opportunities provided as appropriate in role

10 June (9am)
Application deadline

27 June
Selection day in London

*We particularly welcome applications from male and/or black and minority ethnic candidates as they are currently under-represented within **Into**University.*

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What will my 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 including 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 **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 Cluster 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 be agreed on appointment
- 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
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post



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Who are we looking for?

Successful applicants will:

- Have completed an undergraduate degree to a 2.1 or higher level (or a PGCE in addition to a 2:2 degree)
- Have achieved grade C or higher in GCSE Maths and English (or equivalent)
- Be able to demonstrate passion for the ethos and values of the charity
- Have a minimum of two years' full-time paid or voluntary experience working with children and young people
- Have highly effective time management skills
- Have excellent written and verbal communication skills
- Be able to demonstrate highly effective organisation and have the ability to implement the **Into**University programme
- Be able to demonstrate efficiency, creativity and enterprise
- Be able to demonstrate effective leadership qualities and the potential to develop as a leader
- Be able to communicate the ethos and value of the **Into**University programme to a range of audiences including schools, university volunteers and other partners where necessary
- Be able to demonstrate a positive 'we can' ethos when responding to challenges
- Be able to manage, oversee, plan and deliver activities for children and young people, taking into account their pastoral and academic needs
- Be ambitious, enthusiastic, driven and committed to leading a thriving and successful **Into**University programme
- Be very highly self-motivated and able to prioritise and identify tasks
- Be excellent at interacting with and motivating children and young people and be able to model effective behaviour management in classroom settings
- 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.
- Have the ability to work extremely effectively under pressure, meeting tight deadlines
- Be able to lead successfully the day-to-day running of an education centre
- 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
- Ideally have experience of working with databases
- Be able to carry out professional and effective monitoring and evaluation
- Be highly computer literate and conversant with Word, Excel etc
- Have experience of taking responsibility for petty cash
- Have experience of confidently negotiating with a variety of stakeholders for example headteachers, funders, universities
- Ideally have previous experience of managing teams
- Ideally have previous experience of managing multiple projects

