

Programme Support Tutor (Brighton, Coventry, Manchester, Southampton)

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 in the heart of communities where the young people we support live. Our centres provide an innovative education programme which includes practical learning support and motivational and confidence-building activities for children and young people aged 7-18. Our aim is to inspire students from the least advantaged neighbourhoods to broaden their horizons and achieve their full potential.

As the UK's leading university access organisation, our staff team is helping thousands of young people each year to achieve their potential. From Autumn 2021 we will have thirty-seven centres and extension projects across England and Scotland, with ambitious plans to scale-up our provision further over the coming years.

At this exciting time in our evolution, we are looking for candidates to take up roles as part-time Programme Support Tutors. We have roles available in our Brighton, Coventry, Manchester North and Southampton West centre. You will work closely with our existing **Into**University team, acting as a tutor at after-school Academic Support sessions and supporting the team with programme preparation.

Our ideal candidate has either paid or voluntary experience working with young people, is well-organised and efficient, a good team-player and is someone excited and enthusiastic at the prospect of helping young people reach their potential. You will have achieved a minimum of a GCSE grade C (or equivalent) in Maths and English. You might be a retired teacher keen to use your skills to continue to support children or someone who wants rewarding work to fit in with the school holidays, but applications are welcome from anyone interested. No specialist subject knowledge is required for this role and training is provided.

As a charity with social mobility as its core objective, **Into**University is wholly committed to equality of opportunity. We work with children and young people from a diverse range of backgrounds, and we believe that our staff team should be similarly diverse and representative. The more inclusive we are, the better our work will be, and we recognise that we have much more to do in this regard. We are committed to building a culture where students, staff and volunteers are valued for the unique people they are. We, therefore, encourage applications from candidates from as wide a range as possible of ethnic, cultural and social backgrounds. In particular, we actively and warmly welcome applications from Black, Asian and minority ethnic candidates, male candidates and candidates with a disability as they are currently under-represented within **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.

Thank you very much for your interest and I look forward to receiving your application.



Dr Rachel Carr,
Chief Executive Officer
and Co-Founder



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At a glance

Vacancies in:

Brighton, Coventry, Manchester, Southampton

Contract

Part-time, permanent

Salary

£22,000 per annum (pro rata), rising to £22,500 from 1st August
Pro-rated salary is £8,477 per annum, rising to £8,670 from 1st August

Core working hours

16 hours per week, Monday to Thursday 2:00pm - 6:00pm, local school term-times only (excluding public holidays).

Start date

For the roles in Brighton, Manchester, Southampton, either to start as soon as possible to support with summer term delivery, or to start in September 2021. For the role in Coventry, to start in September 2021.

Application deadline

There is not an application deadline for this role and we will invite applicants to interview on a rolling basis, so if you are interested then please apply as soon as possible to avoid disappointment.

Days of employment:

You will be employed 188 days (of 4 hours each) per year, made up as follows:

- 164 days of work (inclusive of additional days below)
- 18 days of paid annual leave (to be taken outside of local school term times and on any bank holidays occurring during term time). For the avoidance of doubt, non-working time during school holidays which is in excess of your holiday entitlement shall be unpaid.

Additional 32 hours (or 8 days of 4 hours each)

These will be agreed between you and your line-manager, and may include days during school holidays. They will typically include 3 whole team meetings, 1 delivery team meeting and the annual staff conference

Staff benefits

- Employee Assistance Programme
- Staff in FOCUS – rewards, competitions and prizes across the year
- Interest-free new starter loans of up to £1,000
- Cycle to Work Scheme and Travelcard Loan Scheme

For more information, please contact
jobs@intouniversity.org

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What is the selection process?

Please visit <http://intouniversity.peoplehr.net/Pages/JobBoard/Opening.aspx?v=b367d3a1-6772-46be-b2fe-7c3a7b026c18> to apply via our online portal. You will be asked to:

1. Upload your covering letter: Please tell us why the position appeals to you, and how your skills and experience demonstrate your suitability for the role. (Not more than 600 words.)
2. Upload your current CV, which should include full education and employment history (including dates, with no gaps left unexplained).
3. Answer some short questions reflecting upon how you have demonstrated the **IntoUniversity** values of Talent, Quality, Compassion, Aspiration and Teamwork.
4. Provide details of two referees (to be contacted upon successful appointment to the role). One of your referees should be your current or most recent employer.

There is not an application deadline for this role and we will invite shortlisted applicants to interview on a rolling basis, so if you are interested then please apply as soon as possible to avoid disappointment.

Applicants who are shortlisted will be invited to an online selection and interview day. Candidates will be assessed against the selection criteria listed in this job description.

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check if selected for this role. The charity's policy on the recruitment of ex-offenders can be found [here](#), and you can find full details of DBS's code of practice [here](#).

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Selection criteria

Successful applicants must:

- Have some previous experience (voluntary or paid) of working with children or young people.
- Have achieved a grade C or higher in GCSE Maths and English/ National 5s or Standard Grade at Credit level (or equivalent).
- Be well-organised, efficient and a good team-player.
- Be able to motivate and interact effectively with children and young people.
- Be excited and enthusiastic at the prospect of helping young people reach their potential.

Accessibility and adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible.



If you require a different format of the application form, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at jobs@intouniversity.org or call 020 7243 0242 and ask to speak to a member of the HR Team.

For further information on accessibility and adjustments during our recruitment process, and our commitments as a Disability Confident Committed Employer, please visit the Accessibility FAQs page on our website at <https://intouniversity.org/content/accessibility>

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What will my main duties be?

- To act as a tutor at after-school Primary and Secondary Academic Support including leading sessions, working with small groups of young people and providing occasional one-to-one support. This role also requires positive behaviour management and adherence to the **Into**University Safeguarding Policy.
- To be the lead staff member assisting the Centre Leader with the organisation of the Academic Support programme including organising the classroom and resources, maintaining displays, producing publicity, and helping to plan future delivery.
- To support the team with the organisation of some elements of the FOCUS and Mentoring programmes.
- To work with the **Into**University team to maintain communication with children and young people through phone calls, letters and email.
- To help develop and maintain educational resources at the **Into**University centre.
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Children (Scotland) Act, Safeguarding Vulnerable Groups Act, Protection of Vulnerable Groups (Scotland) Act, and legislation and policies related to Equal Opportunities and Health & Safety.
- To support in delivering and organising other aspects of the **Into**University programme when necessary.
- 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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What is Academic Support?

Academic Support is an after-school programme which runs Monday-Thursday at our local learning centres based in the heart of the community where our young people live. On Monday and Thursday it is for secondary school students and runs from 4.00pm – 6.00pm. On Tuesday and Wednesday it is for primary school children aged 7 upwards and runs from 3.30 – 5.00pm. Volunteers from partner universities and the local community support the paid staff to run the programme.

At Secondary Academic Support students receive help to complete their homework and prepare for examinations. If they do not have homework they may complete an Independent Learning Project or undertake activities on our Future Readiness Programme which builds presentation, communication, leadership and teamwork skills.

At Primary Academic Support students receive support to complete their homework. If they do not have homework they join the group of children being taught the Primary Degree Curriculum. This curriculum is bespoke to **Into**University and it aims to provide students with engaging topic-based teaching in subjects you may choose to study at university but do not typically study at primary school. Underpinning the curriculum are national curriculum Maths and English learning outcomes.

Academic Support takes place in the centre's classroom and students have access to books, computers and other resources they may not have at home. The programme aims to make our students curious and independent learners who complete their homework on time and to a good standard.

Pastoral care is also an important element of the programme, and Academic Support provides young people with a space in which they may address patterns of behaviour that hold them back from achieving their potential at school.

How will COVID-19 affect this role?

We are delighted that our centres are reopening in line with government guidelines. Each centre has a Site Risk Assessment to ensure that it is set up for COVID-safe working and that social distancing measures are in place and adhered to strictly. All existing staff have had a Personal Risk Assessment, and as part of our on-boarding process the HR Team will conduct a Personal Risk Assessment with new staff members. Nevertheless, we recognise that the circumstances may change and bring additional challenges for how we recruit new staff and deliver our Academic Support programme. We'll keep you updated during the selection process.