

# A WEEK IN THE LIFE OF AN EDUCATION WORKER

One of the best things about being an Education Worker on our Graduate Scheme is that no two weeks are the same! However, to give you an idea of the variety of tasks and types of delivery that you will work on, we've put together these example timetables for two different Weeks in the Life of an Education Worker.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 – 10am	Arrive for 9:30; catch up with team mates and check emails		Arrive for 9:15 and set up classroom		Work from home to check emails, then travel straight to the school for 10:30.
10 – 11am	Centre team meeting		<b>Primary FOCUS: What is a University? Workshop</b> with a class of Year 5 children in the IntoUniversity centre		
11 – 12pm	Office time, e.g. to liaise with school partners and volunteers	8:45: collect Year 9 students from their school and travel with them to the offices of one of IntoUniversity's corporate partners for a <b>Business in FOCUS Day</b> .		8:45: collect Year 12 students from their school and travel with them to a partner university for a <b>A Day of University Life visit</b> .	<b>Secondary FOCUS workshop</b> with a class of Year 7 students
12 – 1pm	LUNCH BREAK		LUNCH BREAK		
1 – 2pm	1 to 1 meeting with your Centre Leader & office time	(IU staff eat lunch with the students and corporate volunteers)	Diversity and Inclusion training session with other teams in your cluster	(IU staff take a lunch break whilst school staff supervise the students)	LUNCH BREAK
2 – 3pm	Prepare educational resources				Call with a colleague to discuss ideas for improving resources
3 – 4pm	Meet and greet Mentoring pairs	<b>Primary Academic Support</b>	You are timetabled out of Primary Academic Support so that you have office time to catch up on emails and admin tasks.	Follow up tasks, e.g. thanking university and school contacts	Team meeting and office time: what do we have on our plates for next week?
4 – 5pm	<b>Secondary Academic Support</b>			<b>Secondary Academic Support</b>	
5 – 6pm		Mark books & tidy the classroom	Make phone calls to parents/guardians		Finish work at 4.45pm in recognition of earlier starts on Tuesday and Thursday.

# PRIMARY FOCUS WEEK

Each of our centre teams deliver eight Primary FOCUS Weeks every year. Each FOCUS Week is with a class of around 30 Year 6 students from one of our partner primary schools. This is an example timetable for an Education Worker delivering a Biology FOCUS Week.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9 – 10am	Arrive for 9:15 and set up classroom.	Arrive for 9:30.	8:45: collect Year 6 students from their school and travel with them via public transport.	Arrive for 9:15 and set up classroom.	8:45: collect Year 6 students from their school and travel with them via public transport.
10 – 11am	<b>Primary FOCUS Week:</b> icebreaker games and Biology-themed carousel activities led by IU staff.	You are timetabled out of the morning's FOCUS Week activities so that you have time for office-based tasks.	<b>Primary FOCUS Week:</b> educational visit to the local Science Museum, including a tour and interactive workshop.	<b>Primary FOCUS Week:</b> University Tree Workshop.	<b>Primary FOCUS Week Graduation:</b> campus tour of a partner university with student volunteers, followed by graduation ceremony attended by family members.
11 – 12pm					
12 – 1pm	LUNCH BREAK	LUNCH BREAK	(IU staff eat lunch with students. School staff responsible for supervising the students.)	LUNCH BREAK	(IU staff take a short lunch break whilst school staff supervise the students.)
1 – 2pm	<b>Primary FOCUS Week:</b> teams complete research projects, supported by IU staff.	<b>Primary FOCUS Week:</b> IU staff support an animal encounters workshop delivered by external experts ZooLab.	IU staff accompany the students back to school and then return to the IU centre.	<b>Primary FOCUS Week:</b> IU staff support teams to write and rehearse presentations.	IU staff accompany the students back to school.
2 – 3pm					
3 – 4pm	Staff team debrief and prepare for the next day.	Primary Academic Support	<b>Primary Academic Support</b>	Staff team debrief and prepare for the next day.	Return resources to centre and debrief.
4 – 5pm	Secondary Academic Support				Finish work at 4pm in recognition of earlier starts during the FOCUS Week.
5 – 6pm		Make phone calls to parents/guardians.	Staff team debrief and prepare for the next day.	You are timetabled out of Secondary Academic Support so that you have office time.	