

# IntoUniversity Temporary Education Worker

Oxford

IntoUniversity 



# Welcome from our CEO Dr Rachel Carr



**Dr Rachel Carr**  
Chief Executive Officer  
& Co-Founder

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 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. From Autumn 2022 we will have thirty-nine centres and extension projects across England and Scotland, with ambitious plans to scale-up our provision further over the coming years.

**We are looking for an individual who will thrive in a fast-paced, rewarding role helping to change the lives of young people** by taking up a fixed-term contract as an Education Worker at an existing **IntoUniversity** centre in Oxford.

**As a charity with social mobility as its core objective, IntoUniversity 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 **IntoUniversity**.

**If you believe that all young people deserve the chance to develop their talents** 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.

A handwritten signature in black ink that reads "Rachel Carr".

# The role at a glance



# The role at a glance

## Contract

Full-time, fixed-term until July 2022

## Start date

As soon as possible, to be agreed with the candidate

## Working hours

9:30am – 6:00pm  
Monday to Friday

(Some additional weekend & unsocial hours will be required)

## Salary

£22,500 per annum

## Location

IntoUniversity Oxford South East  
Jubilee 77 Centre  
Sorrel Road  
Oxford  
OX4 6SH

## Annual leave

33 days (inc bank & public holidays) pro rata

## 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
- Summer working hours
- Cycle to Work Scheme and Travelcard Loan Scheme

## Application deadline

**9am on 30<sup>th</sup> May 2022**

However, we will be assessing applications on a rolling basis and we reserve the right to recruit earlier, so please submit your application as soon as possible.

# Vetting and training

## Safer recruitment

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](#).



## What training will I receive?

You will begin with bespoke in-centre training specific to your role. This will provide you with the opportunity to learn about the **Into**University programme and hit the ground running working directly with children and young people.

# Application and selection process



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## Application process

The deadline for applications is 9am on **30<sup>th</sup> May 2022** – however, we will be assessing applications on a rolling basis and we reserve the right to recruit earlier, so please submit your application as soon as possible.

Please email [jobs@intouniversity.org](mailto:jobs@intouniversity.org) to apply for the role:

1. Attach your covering letter: Please tell us why the position appeals to you, and how your skills and experience demonstrate your suitability for the role. (No more than 600 words.)
2. Attach your current CV, which should include full education and employment history (including dates, with no gaps left unexplained).
3. 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.

## Selection process

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 interview. Candidates will be assessed against the selection criteria listed in this job description.

## 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](mailto:jobs@intouniversity.org) or call 0207 243 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>





**Who are we  
looking for?**



## Who are we looking for?

We are looking for people who can demonstrate our values: **Talent, Quality, Compassion, Aspiration** and **Teamwork**.

### Talent:

At **Into**University, we value and recognise the talent of every person.

**Are you someone who enjoys motivating others by reinforcing their self-belief?** We need staff who will believe in our young people and support them to succeed. You will also be ambitious to enhance your own professional development.

### Quality:

At **Into**University, we complete everything to the highest possible standard

**Are you someone who is hard working and has the commitment to see things through?**

We need people who take pride in their work and complete tasks to the best of their abilities. You will have a growth mindset, embracing challenges and reflecting on how to develop and improve. You will also have the ability to plan, prioritise tasks and meet deadlines.

### Compassion:

At **Into**University, we practise pastoral, long-term care

**Are you someone who is kind and supportive of others?** We need team members who can motivate and interact positively with children and young people. Providing a consistent adult presence in their lives is a crucial part of our programme of support. Alongside support with learning, you will also be attuned to the pastoral needs of our students.

### Aspiration:

At **Into**University, we behave aspirationally and positively

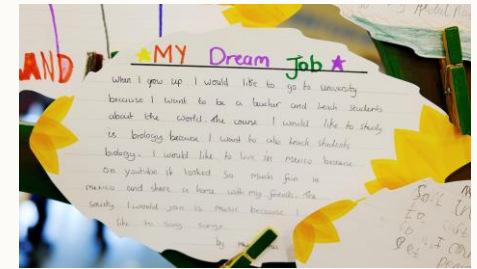
**Are you someone who has a positive outlook?** We need staff to be aspirational role models to our young people and make learning come alive. You will also need excellent communication skills to interact positively and professionally with our families, partner schools, visitors, volunteers and staff.

### Teamwork:

At **Into**University, we promote teamwork and togetherness

**Are you someone who enjoys working as part of a team to achieve shared goals?** We work to transform the landscape of Higher Education in the UK and we want people with the vision and drive to help us make that a reality. You will be kind and supportive of colleagues, students and stakeholders.

You will also be committed to building an inclusive culture in which everyone is valued for the unique people they are.



## Eligibility for the role

### In order to be eligible for this role, applicants must:

- Have completed an undergraduate degree to a 2.2 or higher.
- Have achieved a grade C or higher in GCSE Maths and English / achieved National 5s or Standard Grade at Credit level (grades 1-2) in Maths and English (or equivalent).
- Have some previous experience (voluntary or paid) of working with children or young people.
- Have the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).



# The main duties of the role



## What will my main duties be?

To work with **Into**University Centre Leaders to plan and deliver all parts of the **Into**University programme, including leading a class of 30 secondary students from the front, working with groups of primary aged children and providing occasional one-to-one support.

To deliver the full **Into**University programme in your centre, and either to:

- take responsibility, with full support, for one specific area of the **Into**University programme at your centre; either Primary or Secondary FOCUS or Mentoring. This might include, for example, taking the lead in planning FOCUS Weeks, training new mentors or liaising with your centre's Secondary Schools; or
- take responsibility, with full support, for specific areas of the **Into**University programme in your Cluster. This might include planning, delivering and training volunteers for the Buddy programme, leading Cross-Centre events, or planning the Holiday FOCUS programme.

**To lead delivery of the IntoUniversity programme effectively to children and young people in different settings, including schools-based workshops, Academic Support sessions and educational visits. This includes positive behaviour management and adherence to the IntoUniversity safeguarding policy.**

- To assist with the organisation and delivery of the Academic Support, FOCUS and Mentoring Programmes.
- To assist **Into**University Centre Leaders in liaising with schools and other partner bodies, in organising the classroom and resources and in planning project delivery.
- To update and maintain **Into**University displays, publicity and resources.
- To work with **Into**University Centre Leaders to recruit children and young people to the programme, including after-school Academic Support and FOCUS Weeks.
- To develop educational resources and worksheets for use across all **Into**University programmes.
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Children and Young People (Scotland) Act, Safeguarding Vulnerable Groups Act, Protection of Vulnerable Groups (Scotland) Act, and legislation and policies related to Equal Opportunities and Health & Safety.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

# Get in touch

If you would like to find out more  
please visit our website [www.intouniversity.org](http://www.intouniversity.org),  
call us on **020 7243 0242**  
or email [jobs@intouniversity.org](mailto:jobs@intouniversity.org)

**Into**University Head Office  
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