INTOUNIVERSITY GRADUATE SCHEME

IntoUniversity Graduate Scheme

Clacton-on-Sea

January 2023

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 **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. We 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 someone who will thrive in a fast-paced, rewarding role helping to change the lives of young people by taking up a permanent role as an Education Worker on **Into**University's Graduate Scheme in Clacton-on-Sea. We believe that our Graduate Scheme is one of the most exciting in the charity sector, providing exceptional training and experience, and the opportunity to work with young people and colleagues who will challenge and inspire you.

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 **Into**University.

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.

Please contact **jobs@intouniversity.org** for more information

The role
at a glance

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The role at a glance

Contract

Full-time, or Part-time, permanent

Start date

As soon as possible, as agreed with the candidate

Working hours

We are happy to consider both part-time candidates (at least 22.5 hours per week) and full-time candidates (37.5 hours per week).

We are also happy to consider both candidates who are interested in year-round roles and those interested in term-time only working - please do get in touch with us if you'd like to discuss your preferences.

For full-time candidates, the working hours are 9:30am – 6:00pm, Monday to Friday

(Some out-of-hours work will be required from time to time - for example, early starts to deliver workshops in schools.)

Salary

£24,000 per annum (pro rata for part-time candidates)

Location

IntoUniversity Clacton-on-Sea, Imperial House, 20-22 Rosemary Road, Clacton-on-Sea CO15 1NZ

Annual leave

33 days (inc bank & public holidays)
+ additional 2 closure days in December
+ additional length of service entitlement
(one day per year of service, up to 5 days)

This will be pro-rated for part time appointments

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
– Corporate Eyecare scheme
– Cycle to Work Scheme and Travelcard Loan Scheme

Key Dates

We will be assessing applications on a rolling basis and we reserve the right to recruit when we find a suitable candidate, so please submit your application as soon as possible.

Please contact **jobs@intouniversity.org** for more information

What to expect on the Graduate scheme

How does the Graduate Scheme work?

Our Graduate Scheme is a two-year career-development programme and we ask candidates to commit to staying with the charity for at least this duration.

After completing your first year of the scheme there will be the opportunity to take on a new challenge and apply for a promotion to Senior Education Worker.

Once you've completed the two year scheme, you're guaranteed a position with us - our Graduate Scheme roles are permanent jobs.

As we're an expanding organisation, new job roles and further promotions are regularly available for those who stay beyond their initial two years.

What training will I receive?

You will take part in a training programme in spring 2023 as part of the Graduate Scheme.

Some of this training will take place with other graduates in London, so you'll get to know them really well whilst you learn everything you need to prepare you for working in an **Into**University centre.

Support with accommodation and travel costs will be provided.

Throughout the graduate scheme you will also take part in our Leadership Exploration and Development Programme (LEaD), where you will receive further training on how to set and achieve meaningful goals for personal and professional growth, as well as further examining our values and your role in the wider organisation and having the opportunity to consider and develop your own leadership profile.

There will be additional learning opportunities in the form of virtual in-house training or face-to-face learning opportunities and team meetings at other **Into**University centres near your own or in London where our Head Office team is based.

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What to expect on the Graduate scheme (continued)

What could my day look like?

The Education Worker role is a fast-paced and rewarding role where no two weeks will look the same.
A typical day will have different activities, possibly spread between the **Into**University centre, partner schools and the offices of a corporate partner.

In the morning, you might be setting off with resources to run a workshop for sixth form students in their secondary school. In the afternoon you may be setting up the classroom ahead of running Primary Academic Support for young people in your **Into**University centre. On other days, you may be travelling to a corporate partner to run a business simulation workshop for Year 10 students, or leading a group of Year 6 students on a campus visit for their graduation.

As an Education Worker, you'll always be delivering the programme as part of a larger team, which means that any delivery is always a team effort.

You can read lots more about our graduate scheme on our website here, including an example of a week in the life on an Education Worker.

Can I have a sneak peak?

Yes, you can!

Please check out this video of our centre in Brent. You can also do a virtual tour of our Haringey centre.

Please contact **jobs@intouniversity.org** for more information

Application and selection process

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Application and selection process

The first stage is to complete our online application form as soon as possible. In this application form we will also provide you with a link so that you can submit video answers to two short questions, which you'll also need to complete. We will provide full guidance on how to complete this task, and we will ask whether you have any specific requirements or need adjustments in order to access the task or to perform to the best of your ability.

Please note that 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.

You can find the link to our application form **here** and more information on our website **here**.

We will invite shortlisted candidates to attend a selection interview. Before you attend, we'll also ask you to complete a short written exercise ahead of your selection interview.

You can read about the qualities that we're looking for on the following pages of 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 in England, and to a PVG scheme membership check if selected for this role in Scotland. 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** and full details of Disclosure Scotland's code of practice **here**.

Applicant outreach

We offer access to an Insight Session and an online Application Coaching Session pre-recorded webinar for potential applicants from under-represented backgrounds as part of our commitment to making our recruitment processes more inclusive. For further information or to sign up please go to our website **here.**

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 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?

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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.

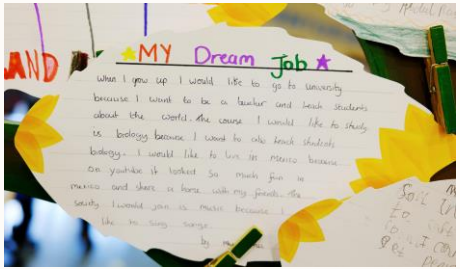
Are you someone who has a positive outlook? We need staff to be aspirational role models to our young people and make learning come alive. You will also need excellent communication skills to interact positively and professionally with our families, partner schools, visitors, volunteers and staff.

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.



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Eligibility for the role

In order to be eligible for the graduate scheme, applicants must:

Have completed - or are predicted to complete - an undergraduate degree to a 2.2 or higher.

Have achieved a grade C/ grade 4 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).

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The main duties of the role

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What will my main duties be?

To work with your team to plan and deliver all parts of the IntoUniversity 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 champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide.
- 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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Get in touch

If you would like to find out more
please visit our website **www.intouniversity.org**,
call us on **020 7243 0242**
or email **jobs@intouniversity.org**

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IntoUniversity

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