

# IntoUniversity

## Programme Support Tutor

Oxford

April 2023



# 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. 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 individuals who will thrive in a fast-paced, rewarding role helping to change the lives of young people** by taking up a permanent role as a part-time Programme Support Tutor in our **IntoUniversity** centre in Oxford. You will work closely with our existing team, supporting the delivery and organisation of the **IntoUniversity** programme in the centre.

**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 signature is fluid and cursive, with a long, sweeping line extending from the end of the name.

Please contact [jobs@intouniversity.org](mailto:jobs@intouniversity.org) for more information

# The role at a glance



## The role at a glance

### Contract

Permanent, part-time

### Start date

As soon as possible, as agreed with the candidate and subject to satisfactory references and an enhanced DBS check, and right to work checks.

### Working hours

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

### 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 three whole team meetings, one delivery team meeting and the annual staff conference

### Salary

Starting salary is £24,000 (pro-rata)

*Pro-rated salary is £9,250 per annum*

### Location

**Into**University Oxford South East

Jubilee 77 Centre, Sorrel Road, Oxford OX4 6SH

### 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

### Application deadline

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](mailto:jobs@intouniversity.org) for more information

## 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](#).





# Application and selection process



## Application and selection process

Please visit our website [here](#) 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 **Into**University values of Talent, Quality, Compassion, Aspiration and Teamwork.

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.

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

**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 **IntoUniversity**, 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 **IntoUniversity**, 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 **IntoUniversity**, 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 **IntoUniversity**, we behave aspirationally and positively

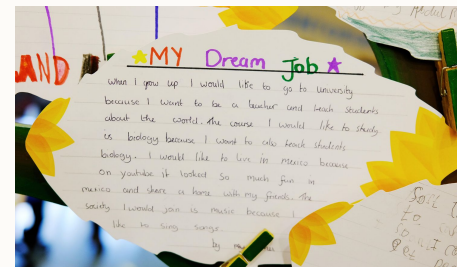
**Are you someone who has a positive outlook?** We need staff to be aspirational role models to our young people and make learning come alive. You will also need excellent communication skills to interact positively and professionally with our families, partner schools, visitors, volunteers and staff.

### Teamwork:

At **IntoUniversity**, 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 the role, 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/ achieved National 5s or Standard Grade at Credit level (grades 1-2) in Maths and English (or equivalent).

Have the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).



Please contact [jobs@intouniversity.org](mailto:jobs@intouniversity.org) for more information

# The main duties of the role



## What will my main duties be?

To deliver 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 the **IntoUniversity** Centre Leader in liaising with schools and other partner bodies, in organising the classroom and resources and in planning project delivery.
- To update and maintain **IntoUniversity** displays, publicity and resources.
- To work with the **IntoUniversity** Centre Leader 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 **IntoUniversity** 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.



# 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)

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