

# IntoUniversity Temporary Education Worker

Coventry

June 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 someone 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 our **IntoUniversity** centre in Coventry.

**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 underline.

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

# The role at a glance



## The role at a glance

### Contract

Full-time, fixed-term until 8th  
September 2023

### Start date

As soon as possible, as agreed with  
the candidate

### Working hours

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  
(£25,500 per annum from 1st August 2023)

### Location

**Into**University Coventry, St Peter's Centre,  
Charles Street, Coventry CV1 5NP

### 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)

### 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

### 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.

## Training and vetting

### 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



## 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>



# Application and selection process

## Application process

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

Please apply [here](#) via our online application 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).

## 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.



**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.

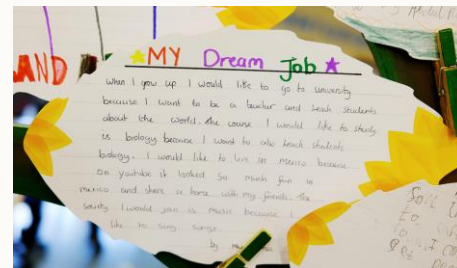
**Are you someone who has a positive outlook?** We need staff to be aspirational role models to our young people and make learning come alive. You will also need excellent communication skills to interact positively and professionally with our families, partner schools, visitors, volunteers and staff.

## 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 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).



# The main duties of the role



## 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 **IntoUniversity** programme in your centre, and either to:

- take responsibility, with full support, for one specific area of the **IntoUniversity** 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 **IntoUniversity** 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 **IntoUniversity** 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 **IntoUniversity** displays, publicity and resources.
- To work with **IntoUniversity** 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 **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](https://www.intouniversity.org),  
call us on **020 7243 0242**  
or email [jobs@intouniversity.org](mailto:jobs@intouniversity.org)

**Into**University Head Office  
95 Sirdar Road, London, W11 4EQ

