

INTO UNIVERSITY  
GRADUATE  
SCHEME

# IntoUniversity Graduate Scheme

Clacton-on-Sea, Coventry and Govan

November 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 **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 currently have forty-one centres and extension projects across England and Scotland, with a number of new centres planned for 2023-24, and ambitious plans to scale-up our provision further over the coming years.

**We are looking for people who will thrive in a fast-paced, rewarding role helping to change the lives of young people** by taking up a permanent roles as Education Workers on **IntoUniversity's** Graduate Scheme in Clacton-on-Sea, Coventry and Govan. 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 **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.

# The role at a glance



## The role at a glance

### Contract

Full-time, permanent

### Start date

8<sup>th</sup> January 2024

### Working hours

Monday - 09:30 to 18:00

Tuesday - 09:00 to 17:30

Wednesday - 09:00 to 17:30

Thursday - 09:30 to 18:00

Friday - 09:00 to 17:30

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

Education Workers are based at one of our **IntoUniversity** learning centres and work directly with young people, schools and families on a daily basis. It is therefore not a hybrid role and is based full-time in our centres.

### Salary

£25,500 per annum

### Locations

**IntoUniversity** Clacton-on-Sea  
Clacton-on-Sea, CO15 1NZ

**IntoUniversity** Coventry  
Coventry CV1 5NP

**IntoUniversity** Govan  
Glasgow G51 3UU

### 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
- Life Assurance
- 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
- Corporate eyecare scheme
- Employer pension contributions of 6% from April 2024

## Key Dates

### Application deadline

10am on Monday 4<sup>th</sup>  
December 2023

### Interviews

To be agreed with successful  
candidates

## 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 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 of 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.



## What to expect on the Graduate scheme (continued)

### What training will I receive?

You will take part in a training programme in January 2024 as part of the Graduate Scheme.

There will be a full training programme between 8th January and the end of February. The first four weeks of the training period will be in London.

Training will be a combination of:

- Four weeks of classroom-based learning in London
- Online and self led training sessions taking place in your base centre
- One week of observations and team teaching in an **IntoUniversity** centre
- Hands-on immersive learning in your base centre

Your classroom-based 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 **IntoUniversity** centre.

Accommodation and support with travel costs during the training period will be provided for non-London based staff.

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 **IntoUniversity** centres near your own or in London where our Head Office team is based.

# Application and selection process





## Application and selection process

### How do I apply?

The first stage is to complete our online application form before **10am on Monday 4<sup>th</sup> December 2023**. You can find the link to our application form [here](#)

In the form we'll ask you to complete details of your employment and education history, and we'll also ask you to:

- Write a supporting statement (up to 500 words) about why you want to join our graduate scheme and how you meet the requirements of the role.
- Answer some short questions linked to our values
- Submit video answers to two short questions (we'll provide you with full details of how to do this in the application form).

We realise that our form takes a while to complete, and we're truly grateful for the time and effort that you put into this process. Your answers are really important to us, as we want to give every candidate the best possible chance to tell us about themselves and to contextualise their application. Your application will be read through in full, by more than one member of our recruitment team.

### What is the selection process?

**We will invite shortlisted candidates to attend an online interview on a date to be agreed.**

We'll also ask you to complete a short written exercise ahead of the day.

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](#).

## Accessibility, adjustments and outreach

**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>



### Applicant outreach

**We offer access to online pre-recorded IntoUniversity Insight and Application Coaching sessions for potential applicants from under-represented backgrounds** as part of our commitment to making our recruitment processes more inclusive.

For further information on either of the pre-recorded webinars please go to our website [here](#), or to complete [this form](#) to request access to the pre-recorded webinars.

**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.

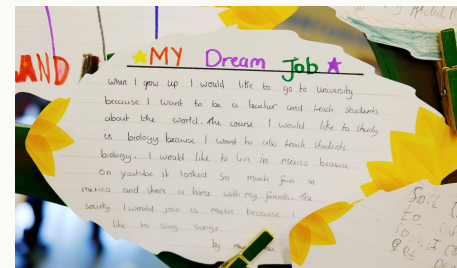
**Are you someone who has a positive outlook?** We need staff to be aspirational role models to our young people and make learning come alive. You will also need excellent communication skills to interact positively and professionally with our families, partner schools, visitors, volunteers and staff.

### 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 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).





# 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 prepare and set-up, with the centre team, the centre space including preparing resources and organising tables and chairs as necessary.
- 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](http://www.intouniversity.org),  
call us on **020 7243 0242**  
or email [jobs@intouniversity.org](mailto:jobs@intouniversity.org)

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