

# IntoUniversity Education Worker

Bradford

November 2024

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** running local learning centres in the heart of the communities where the young people we support live. Our centres provide a high-impact education programme which includes practical learning support, pastoral care, and motivational and confidence-building activities for young people aged 7-18. Our aim is to enable students from the least advantaged neighbourhoods to realise their ambitions and achieve their wonderful potential.

**As the UK's leading university access organisation**, our staff team is helping over 50,000 young people each year at its 44 learning centres and extension projects across England and Scotland, and we plan to scale-up our provision to 50 centres over the coming years.

We are looking for someone who will **enjoy working each day with young people and who will thrive in a frontline, community-based, fast-paced and rewarding role**. You will be taking up a **permanent, part-time role** as an Education Worker at our centre in **Bradford**, helping to change the lives of young people.

**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".

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

## About Us

**IntoUniversity provides local learning centres where young people are inspired to achieve.**

At each local centre, **IntoUniversity** offers an innovative programme that supports young people from disadvantaged neighbourhoods to attain their chosen aspiration, including further and higher education, employment and work-based training.

Our mission is to provide local support that can break cycles of disadvantage and open up new opportunities for young people. We believe in the talent of every young person, and do not limit our support to those young people who have been labelled 'bright' or 'gifted'. We believe that, with support, every young person can progress to an excellent post-school destination and we are committed to helping them on this journey.

Our network has grown to 44 centres across England and Scotland – from Newcastle to Norwich and East Ham to Edinburgh – supporting over 50,000 young people each year. But each centre is just like our very first: a local hub for young people, based on their doorsteps.



# The role at a glance



## The role at a glance

### Contract

Permanent, part-time

### Start date

As soon as possible, to be agreed directly with the successful candidate.

### Working hours

18.75 hours per week (2.5 days between Tuesday and Friday).

Centre Working Hours:

Tuesday, Wednesday, Friday: 9:00-17:30  
Thursday: 9:30-18:00

The exact working pattern for this role will be agreed with the successful candidate.

(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

£27,400 per annum (pro-rata). The pro-rated salary is £13,700 per annum.

### Location

**IntoUniversity** Bradford

The role requires intermittent travel in your region (usually within the day) this can involve journeys times of 1 hour+. Occasional travel out of your local area e.g. to London is also required, this may include overnight stays.

### Annual leave

*Full-time staff entitlement, pro-rated for part-time staff:*

33 days (inc bank & public holidays)  
+ 3 closure days (two in December and one in July)  
+ additional length of service entitlement (one day per year of service, up to 5 days)

### Staff benefits

- Employer pension contributions of 6% (and up to 8% after two years)
- Year round 'early finish' Fridays at 4.30pm
- Summer working hours (finish at 1pm on Fridays for six weeks in the summer), pro-rated for staff joining after January in the same year
- Employee Assistance Programme including access to medical and legal support
- Life Assurance scheme with AIG including SmartHealth service with access to 24/7 online GP appointments
- Interest-free new starter loans of up to £1,000
- Cycle to Work Scheme and Travelcard Loan Scheme
- Enhanced maternity, paternity, shared parental and adoption pay and sick pay allowances
- Staff in FOCUS – rewards, competitions and prizes across the year

## Key Dates

### Application deadline

9am Monday 9th December 2024

### Interview Day (in-person)

Wednesday 18th December 2024

Please ensure that you are available on these dates



## 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 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](#). You can also find our Safeguarding Policy [here](#).

The charity's policy on the recruitment of ex-offenders can be found [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 IntoUniversity programme and hit the ground running working directly with children and young people.

# Application and selection process



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## Application process

The first stage is to complete our online application form by **9am Monday 9th December 2024**.

You can find the link to the online application form [here](#).

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.

## Selection process

We will invite shortlisted candidates to an interview. We will also ask shortlisted candidates to complete a short written task.

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



# 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>



**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.

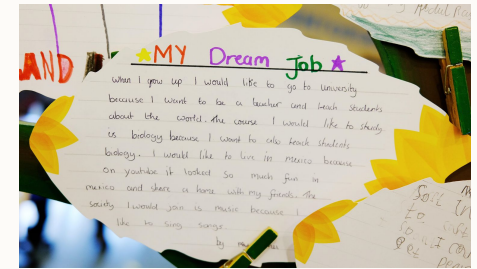
**Are you someone who has a positive outlook?** We need staff to be aspirational role models to our young people and make learning come alive. You will also need excellent communication skills to interact positively and professionally with our families, partner schools, visitors, volunteers and staff.

### 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 deliver the IntoUniversity programme effectively to children and young people in different settings. Depending on the working hours option you are offered, this could include 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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