

INTO UNIVERSITY
GRADUATE
SCHEME

Into University Graduate Scheme

Clacton, Gateshead/Newcastle

February 2025

Into University 



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 graduates 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** role as an Education Worker on **IntoUniversity's** Graduate Scheme, helping to change the lives of young people.

We believe that our Graduate Scheme is one of the most exciting in the charity sector, an excellent career opportunity with **exceptional training** and hands-on experience, **opportunities for promotion**, and the chance 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".

Please contact jobs@intouniversity.org for more information

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

At each local centre, **Into**University 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

Full-time, permanent

Start date

April 2025 (or as otherwise agreed)

Working hours

Mon and Thurs: 09:30-18:00

Tues, Weds, Fri: 09:00-17:30

(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 **Into**University 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.

Location

We have positions available in Clacton and Gateshead/Newcastle

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.

Salary

£27,400 per annum

Annual leave

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 wellbeing and legal support
- Life Assurance scheme with Aviva 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 17th March 2025

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.

Interview Day (online)

Monday 24th March 2025

Please ensure that you are available on this date.



What to expect on the Graduate scheme

How does the Graduate Scheme work?

You'll be joining our charity as a permanent member of the team.

Our Graduate Scheme provides two years of training and career development and we ask candidates to commit to staying with the charity for at least this duration.

After completing your **first year** of the programme there will be the opportunity for everyone on the graduate scheme to take on a new challenge and apply for a promotion to Senior Education Worker, subject to satisfactory performance in role.

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

New job roles and further promotions are regularly available - many of our Education Workers go on to become Centre Leaders running our centres, or take up promotion opportunities in central operational or Head Office roles. You can read more about the journeys of our some of our team [here](#).



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 15 year-olds, or leading a group of final year primary school 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?

We will provide staff on our Graduate Programme with full, ongoing training to support you in your role and ensure you are confident and equipped to deliver the IntoUniversity programme and to work in the community with children and young people.

The training programme will **begin on 28th July 2025 and up to four weeks for everyone on the scheme will be in-person in London**, whilst you learn everything you need to prepare you for working in an IntoUniversity centre. In this time you will also have the opportunity to network and learn from existing staff members from across all areas of the organisation, as well as getting to know your colleagues on the graduate scheme really well.

Further training sessions will take place both in regional centres and online and will include observations and team teaching in an IntoUniversity centre.

For those who are employed in a location outside of London, we'll provide you with London accommodation and support with the cost of travelling to and from home at weekends during this part of the training period.

Please do get in touch with us if you'd like more information about the training programme and how it will work for you.

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.

We will also provide you with ongoing training and professional development opportunities virtually and in-person at your local centre, in your regional cluster, and at our head office in London.

Application and selection process



How do I apply?

The first stage is to complete our online application form before **9am on Monday 17th March 2025**. 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 (maximum 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 (maximum 75 words).
- Submit video answers to two short questions, please find the link [here](#) to allow us to assess your delivery style.

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.

Use of AI

At **Into**University, we might use technology to help us to manage the recruitment process, but we don't make decisions based on artificial intelligence (AI). We have a human approach to hiring and all applications are reviewed and assessed by our team.

Similarly, we recognise that AI can be a useful tool to support you when you're applying for a job, but what we are most interested in hearing about is **your** individual motivation, experience, skills and values, so please be yourself!

There are ways that AI can be really helpful - for example, you might choose to use it to proofread your application, including checking for spelling mistakes or helping with formatting.

There are also some pitfalls to avoid when using AI. To ensure that your application stands out, avoid standard AI answers, and make sure that your responses reflect your own thoughts and experiences. For example, we'd strongly suggest that you don't ask AI to answer why you want to work for **Into**University - the AI software doesn't know what motivates you. We want to hear from you!

And of course, we have no expectation for candidates to use AI - if you'd prefer not to use AI at all, that's absolutely fine.

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 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 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, or to sign up for the Drop-In Q&A Outreach session, please go to our website [here](#).



Selection process

What is the selection process?

1. Application Submission

Please complete the application form [here](#) before **9am on Monday 17th March 2025**

2. Written application review

Our recruitment team will then review your application to ensure your qualifications and experience align with the role. Your written application will be read through in full, by more than one member of our recruitment team.

3. Video application review

Selected applications will be taken through to the video review stage where the shortlisting panel will review video interview submissions.

4. Interview (online)

We will invite shortlisted candidates to an online 30 minute interview on **Monday 24th March 2025** with members of our management team. As part of this there is also a written task to be completed ahead of the day.

5. Offer

After the interview, we will contact successful candidates with an offer.

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

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.

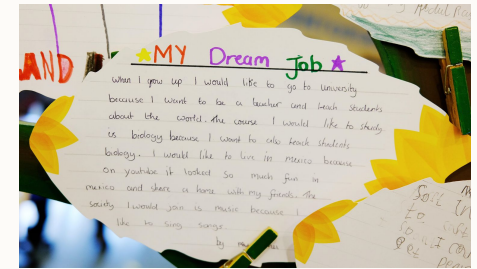
Are you someone who has a positive outlook? We need staff to be aspirational role models to our young people and make learning come alive. You will also need excellent communication skills to interact positively and professionally with our families, partner schools, visitors, volunteers and staff.

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 (by the time of starting) 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 group of 30 secondary students from the front, working with whole classes 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 play an active role in your regional cluster of centres, ranging from providing occasional cover supporting programme delivery at another centre, to sharing resources and supporting a new team member.
- 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,
call us on **020 7243 0242**
or email jobs@intouniversity.org

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