

IntoUniversity Head of Safeguarding

June 2025

IntoUniversity 



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive Officer
& Co-Founder

INTOUNIVERSITY - HEAD OF SAFEGUARDING

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 forty-five 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 a Head of Safeguarding to join our team. You will be responsible for the strategic leadership of safeguarding for the organisation. You will work closely with the Safeguarding Manager to manage safeguarding concerns across the **IntoUniversity** network and provide crucial safeguarding support and guidance to frontline staff who deliver the **IntoUniversity** programmes. You will be responsible for developing our policies and practices to ensure we comply with our legal duties and operate in line with best practice. You will work closely with the Director of Programme Delivery and Operations to ensure our operational health and safety practices and policies are designed to keep young people safe and you will oversee our Boarding School Bursary Manager who leads on our partnership with Royal National Children's SpringBoard Foundation.

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**.

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 for more information

The role at a glance



The role at a glance

Contract

Permanent. This role can be either full-time or part-time (0.8 FTE) - responsibilities will be adjusted proportionally for part-time candidates.

Start date

As soon as possible, to be agreed with the candidate

Working hours

9:30 to 18:00 , Monday and Thursday
9:00 to 17:30, Tuesday, Wednesday and Friday.

We are a delivery organisation providing frontline educational services for young people. We are an organisation with team members at different stages of their career, including many in their first roles: We are committed to nurturing talent and providing a developmental culture for all. Our team works in-person 4 days per week with 1 day working from home.

Salary

Non- London post: £46,000
London based post: £48,700 (inclusive of London contribution)
Salaries will be pro-rated for a part-time member of staff

Location

The successful candidate may be based at an **IntoUniversity** centre in any of the following cities:
Bristol, Leeds, London, Nottingham
Bradford, Birmingham, Coventry, Manchester, Middlesbrough,
Oxford, Southampton, Weston-super-Mare (with occasional travel around the **IntoUniversity** network as required)

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)
Pro-rated for a part-time member of staff.

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 allowance

Key Dates

Application deadline

9am on Monday
23rd June

Interviews

In person on
Friday 4th July at
IntoUniversity's
Head Office,
London

Application and selection process



What is the selection process?

1. Application Submission

Please complete your application [here](#) where you'll be asked to upload your CV (which should include full education and employment history (including dates, with no gaps left unexplained) and a Covering Letter (please tell us why the position appeals to you, why you'd like to work for **IntoUniversity**, and how your skills and experience demonstrate your suitability for the role. No more than 600 words.

Deadline: **9am Monday 23rd June 2025**

2. Application review

The shortlisting panel will then review your application to ensure your qualifications and experience align with the role and your values align with our charity.

3. Interview (in-person)

We will invite shortlisted candidates to attend an initial interview on **4th July 2025**. We will also ask you to respond to some safeguarding scenarios during the interview process to assess your safeguarding knowledge.

We will also be in touch with candidates who are not shortlisted to let them know.

4. Outcomes

After the final interview, we will contact the successful candidate with an offer, and will offer feedback to candidates who have attended the interview and are not successful.

Use of AI

At **IntoUniversity**, 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 is 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 **IntoUniversity** - 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 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 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 strives to achieve the right outcome for each individual situation? In your role, you will be working with a wide variety of stakeholders, ranging from social care, teachers, young people and **IntoUniversity** colleagues. You will be able to work flexibly to find the right solutions for our young people and their families.

Quality:

At **IntoUniversity**, we complete everything to the highest possible standard

Are you someone who is self-motivated, with a clear sense of ownership of tasks and duties?

You will take pride in being efficient in all aspects of your work. You will have a growth mindset, embracing challenges and reflecting on how to develop and improve. You will also have the ability to plan and prioritise tasks and meet deadlines in a fast-paced environment.

Compassion:

At **IntoUniversity**, we practise pastoral, long-term care

Are you someone who is kind and supportive of others? In your role you will be supporting staff to safeguard young people. You will need to maintain a compassionate and thoughtful approach to our staff team and consider how this approach can be used when you working with staff from across a dispersed network of centres.

Aspiration:

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

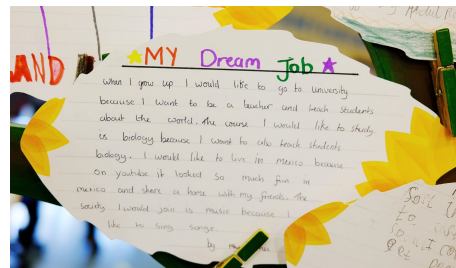
Are you someone who has a positive outlook? We need team members to be able to demonstrate a positive 'we can' ethos when responding to challenges. You will also need excellent communication skills to be able to communicate the ethos and value of the **IntoUniversity** programme to a range of audiences.

Teamwork:

At **IntoUniversity**, we promote teamwork and togetherness

Are you someone who enjoys working as part of a team to achieve shared goals? You will work closely with colleagues on the safeguarding team and staff from across the network to implement safeguarding actions.

You will be supportive of colleagues, students and stakeholders and will enjoy forming a wide range of supportive professional relationships within and beyond the charity.



Eligibility criteria, qualifications and experience

Eligibility criteria and experience:

- Demonstrable experience of working effectively with vulnerable young people in either education, social work, youth work or another related area of work
- Have significant experience of safeguarding young people and implementing safeguarding practice in an educational setting
- Qualified to degree level or equivalent experience
- Experience of working in a multi-agency environment
- Expert knowledge and experience of best practice in safeguarding
- Knowledge of safeguarding policies and guidance including 'Working Together to Safeguard Children', 'Keeping Children Safe in Education', the Children's Act,
- Knowledge of, or ability to quickly upskill in Scottish safeguarding legislation and practices including awareness of Getting it Right for Every Child (GIRFEC), National Guidance for Child Protection in Scotland, Children (Scotland) Act and Children and Young People Scotland Act.
- Knowledge of the responsibilities of agencies towards vulnerable young people and the range of additional support/agencies which can be of assistance to young people, their families
- An awareness and understanding of the differing cultural and religious needs of communities
- An understanding of the Common Assessment Framework and the 'Early Help' process
- Demonstrable knowledge and experience of writing, developing and implementing safeguarding policies and procedures and ensuring the charity is compliant with its legal requirements
- Ideally have knowledge and experience of educational Health and Safety, risk management and offsite trip management and developing relevant policies and procedures
- A strong communicator with excellent interpersonal skills and is able to communicate effectively with a broad range of people including colleagues, students, families and outside agencies in a polite and professional manner
- Ability to work on one's own initiative, balance competing priorities and organise a work schedule
- Be able to work very effectively under pressure, make safeguarding decisions based on risk management and communicate these decisions in an effective manner
- Be able to meet tight deadlines and pay excellent attention to detail
- Have the ability to work flexibly, including occasional travel across the country
- Be highly computer literate, conversant with Microsoft Word and Excel, ideally with experience of using databases, and able quickly to learn how our Salesforce database functions

Eligibility criteria, qualifications and experience

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 main duties of the role



The role at a glance

Reporting into

Director of Programme Delivery and Operations

Direct reports

Safeguarding Manager

Boarding School Bursary Manager (SpringBoard)

Role overview

This is a critical role for the organisation. The role holds strategic oversight of safeguarding across the organisation, and works closely with the Director of Programmes Delivery and Operations to ensure best practice in operational Health & Safety across the organisation. It also holds responsibility for the partnership and delivery of the Boarding Schools Bursary Programme.



Main duties of the role

Safeguarding

Provide strategic leadership to ensure that safeguarding policies and practices are aligned with legal standards and best practice, including:

- Setting the overall safeguarding strategy and ensure its implementation.
- Ensuring safeguarding policies are regularly reviewed, updated, and communicated.
- Overseeing the Safeguarding Manager (DSL) and providing leadership and support to the Safeguarding Team.
- Providing guidance and support to staff who are managing safeguarding in local centres across the **IntoUniversity** network
- Reporting safeguarding progress and concerns to the SMT and Board of Trustees.

Springboard Boarding Schools Programme

- Line manage and support the Boarding Schools Bursary Manager to ensure outstanding delivery of the **IntoUniversity** bursary programme ensuring they promote the wellbeing of students and respond to safeguarding concerns appropriately
- Be the senior member of staff managing the partnership between **IntoUniversity** and Royal SpringBoard
- Support the Boarding Schools Bursary Manager to work with the **IntoUniversity** centres and Royal SpringBoard to identify eligible **IntoUniversity** students for whom a boarding school place is an appropriate and life-transforming opportunity

Operational Health and Safety

Work with the Director of Programme Delivery and Operations to:

- Take responsibility for health and safety for programme delivery, supporting delivery staff to implement policies and procedures and ensuring the risk assessment process is completed accurately and risk assessment 'approvers' are adequately trained.
- Monitor incident reports across the network and report learning and actions to senior operations meetings.
- Work closely with the Director of Programme Delivery and Operations to ensure compliance with operational health and safety legislation and best practice across the charity's network.

Main duties of the role (continued)

Other duties

- To ensure that the ethos, values and culture of the charity are maintained across all centres and staff teams, as well as playing a lead role in upholding and strengthening these values across the wider organisation
- Collaborate with colleagues on projects to ensure high quality, impactful delivery across the organisation.
- Represent **Into**University at meetings with external partners and where appropriate develop ways of collaboration.
- Take an active role in the training and development of the **Into**University staff team through induction training, LEaD training facilitation and ongoing staff training and development sessions.
- To champion diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities Guide and fully supporting with the implementation of the charity's Diversity and Inclusion Strategy
- To ensure compliance with all necessary regulations and legal requirements, including the Children's Act, Equal Opportunities, Data Protection, Health & Safety and Working with Vulnerable Groups
- To support the work of **Into**University in any other reasonable ways at the request of the Chief Executive and/or Trustees

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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