

IntoUniversity

Programme Support Tutor

Clacton

July 2025



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 45 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 individuals 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 a part-time Programme Support Tutor working in our centre in Clacton. You will work closely with our existing team, supporting the delivery and organisation of the **IntoUniversity** programme in the centre.

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 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 45 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

Monday 1st September 2025 (in line with local school term dates)

Working hours

- 15 or 16 hours per week, local school term time only
- Please see next slide for further information.

Salary

Starting salary is £28,250 (pro-rata)

Pro-rated salary is £10,885 per annum for 16 hours per week

Pro-rated salary is £10,205 per annum for 15 hours per week.

Location

IntoUniversity Clacton

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.

Application deadline

There is not a fixed deadline. Instead, we will be assessing applications on a rolling basis and will appoint when we have found the right candidate, so please submit your application as soon as possible.



Working Hours*

*Candidates shortlisted for an interview should indicate their preferred working pattern to the interviewers. However, please note, the work pattern offered will take into account the requirements of the learning centre.

Working hours - Option 1

- 16 hours per week (4x afternoons)
- Monday, Thursday 14:00-18:00
- Tuesday, Wednesday 13:30-17:30
- Local school term-times only (excluding public holidays)

Days of employment

You will be employed 188 days (of 4 hours each) per year, made up as follows:

- 164 days of work (inclusive of additional days below)
- 18 days of paid annual leave (to be taken outside of local school term times and on any bank holidays occurring during term time). For the avoidance of doubt, non-working time during school holidays which is in excess of your holiday entitlement shall be unpaid.

Additional 32 hours (or 8 days of 4 hours each)

These will be agreed between you and your line-manager, and may include days during school holidays. They will typically include three whole team meetings, one delivery team meeting and the annual staff conference. These will be pro-rated based on when you join in the academic year.

Working hours - Option 2

- 15 hours per week
- 2 x days of 7.5 hours between 09:30-18:00 (Mondays and Thursdays) and between 09:00-17:30 (Tuesdays and Wednesdays).
- Local school term-times only (excluding public holidays)

Days of employment

You will be employed 94 days (of 7.5 hours each) per year, made up as follows:

- 78 days of work (inclusive of additional days below)
- 9 days of paid annual leave (to be taken outside of local school term times and on any bank holidays occurring during term time). For the avoidance of doubt, non-working time during school holidays which is in excess of your holiday entitlement shall be unpaid.

Additional 30 hours (or 4 days of 7.5 hours each)

These will be agreed between you and your line-manager, and may include days during school holidays. They will typically include three whole team meetings, one delivery team meeting and the annual staff conference. These will be pro-rated based on when you join in the academic year.



Please contact jobs@intouniversity.org for more information

Staff Benefits

You can read more about our benefits [here](#).



Employer pension contributions

We provide competitive pension contributions of 6% (and up to 8% after two years).



Early finish Fridays

Year round 'early finish' Fridays at 4.30pm to kick start the weekend.



Summer working hours

Summer working hours (pro-rated for staff joining after January in the same year)



Wellbeing support

Online wellbeing workshops, a confidential 24/7 helpline through our Employee Assistance Programme and corporate eyecare scheme



Life assurance

Life Assurance scheme with Aviva including SmartHealth service with access to 24/7 online GP appointments



Cycle to Work and Travelcard Loan Scheme

Loans to support the purchase of cycling equipment and annual travelcards



Family friendly policies & work life balance

Enhanced maternity, paternity, adoption, and shared parental leave alongside compassionate and time off for dependants leave



Employee experience

Staff networks, employee forums and bi-annual whole team events



Training & development opportunities

Including one personal CPD day a year and an annual Staff Conference.



Enhanced sick leave

We pay up to 60 days full pay after probation in a 12-month rolling period.



New starter loans

Interest-free new starter loans of up to £1,000



Sabbatical Leave

Opportunity to apply for sabbatical leave after two years of service (conditions apply)

Application and selection process



Application and selection process

Please complete our application form [here](#). There is not a fixed deadline. Instead, we will be assessing applications on a rolling basis and will appoint when we have found the right candidate, so please submit your application as soon as possible.

You will be asked to upload:

1. A covering letter that sets out why you think this opportunity is the right move for you and, with reference to the criteria set out on the previous slides, how your, talents, skills, experience and ethos make you the ideal candidate for this role.
2. Upload your current CV, which should include full education and employment history (including dates, with no gaps left unexplained).
3. Complete a short video presentation before the application deadline. Please use this [link](#), which will take you to the MyInterview platform to complete your video presentation.

We will invite shortlisted candidates to attend interviews with members of our team.

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 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 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

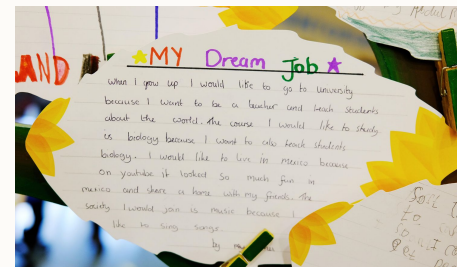
Are you someone who has a positive outlook? We need staff to be aspirational role models to our young people and make learning come alive. You will also need excellent communication skills to interact positively and professionally with our families, partner schools, visitors, volunteers and staff.

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 role, applicants must:

- Have some previous experience (voluntary or paid) of working with children or young people.
- Have achieved a grade C 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 the right to work in the UK (please note that as a charity we do not have the capacity to sponsor work visas).

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](#) and full details of Disclosure Scotland's code of practice [here](#). You can also find our Safeguarding Policy [here](#).



Please contact jobs@intouniversity.org for more information

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.

Please note: that there will be times throughout the year when you will be required to travel to London for meetings.

There will be times where items such as furniture need to be moved in all centres e.g. to set up the classroom.

If you would like further information on this (including reasonable adjustments that could be implemented), please contact jobs@intouniversity.org

Progression Opportunities

After completing your first year as a Programme Support Tutor at IntoUniversity there will be the opportunity to take on a new challenge and apply for a promotion to Senior Programme Support Tutor, subject to satisfactory performance in role.

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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