IntoUniversity Temporary Education Worker (part-time)

Bradford and Leeds

October 2026

IntoUniversity

Welcome from our CEO Dr Rachel Carr

My name is Rachel Carr and I am one of the founders of **Into**University 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 60,000 young people each year at its 46 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 **fixed-term contract** as an Education Worker across our centres in **Bradford and Leeds**.

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 **Into**University.

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.

Dr Rachel Carr
Chief Executive Officer
& Co-Founder

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, **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 46 centres across England and Scotland – from Newcastle to Norwich and East Ham to Edinburgh – supporting over 60,000 young people each year. But each centre is just like our very first: a local hub for young people, based on their doorsteps.

Please contact **jobs@intouniversity.org** for more information

The role
at a glance

IntoUniversity

The role at a glance

Contract

Part-time (0.3 FTE), fixed-term until end of Thursday 22nd July 2026.

Start date

w/c 4th January 2027

Working hours

0.3 FTE (22.5 hours per fortnight)

Week 1:
Wednesday 09:00-17:30 (based at **Into**University Leeds South)
Thursday: 09:30-18:00 (based at **Into**University Bradford)

Week 2:
Thursday: 09:30-18:00 (based at **Into**University Bradford)

(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.

Salary

£29,050 per annum (pro rata). The pro-rated salary for this role is £8,715 per annum.

Location

This will be based across our Leeds South and Bradford centres

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 (this will be 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)

Key Dates

Application deadline
09:00am Tuesday 10th November 2026

Interview Day (online*)
Wednesday 18th November 2026

Please ensure that you are available on this date.

*We may invite candidates in for an in-person follow up meeting following the initial online interview.

disability confident EMPLOYER

We are a Living Wage Employer

PROUD TO SUPPORT THE SUNFLOWER FOR INDIVIDUALS WITH HIDDEN DISABILITIES

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

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.

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)

Training

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.

Please contact **jobs@intouniversity.org** for more information

Application and selection process

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Application and selection process

Please complete our application form **here** by **09:00am Tuesday 10th November 2026.**

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. Answer some short questions reflecting upon how you have demonstrated the IntoUniversity values of Talent, Quality, Compassion, Aspiration and Teamwork (maximum 100 words per question).

4. Complete a very 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 management team. We will also ask you to complete a short exercise to assess your organisational and written communication skills.

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, what we are most interested in hearing about is your individual motivation, experience, skills and values. AI doesn't know about you or what motivates you - we want to hear from you!

AI may be a helpful tool, but typically leads to generic answers repeated by multiple candidates, not stand out applications. Please make sure that your responses reflect your own thoughts and experiences.

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**

Who are we looking for?

IntoUniversity

Who are we looking for?

We are looking for people who can demonstrate our values: **Talent**, **Quality**, **Compassion**, **Aspiration** and **Teamwork**.

You can read more about our values **here**.

Aspiration

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.

Compassion

Are you someone who is kind and supportive of others? We need team members who can inspire and connect with children and young people, offering consistent adult support for both their learning and pastoral needs.

Talent

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

Are you someone who takes pride in their work and completes task 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.

Teamwork

Are you someone who enjoys working as part of a team to achieve shared goals? We aim to transform UK Higher Education and seek driven, visionary people who are kind and supportive to 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, applicants must:

Have completed 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).

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 applicants with criminal records can be found **here**, and you can find full details of DBS' 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

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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 **Into**University programme in your centre, and either to:
  - take responsibility, with full support, for one specific area of the **Into**University 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 **Into**University 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 **Into**University 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 **Into**University 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 **Into**University 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 **Into**University 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

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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