

Job Title: Freelance Tutors – Banking, Financial Services and Insurance

Department: Business School, University

Location: Mainly London (but possible opportunities for online (home based working*) in some subjects)

Contract: Freelance (Term by Term basis)

Reporting to: Faculty Manager

*Subject to candidates being approved for home delivery

Job Purpose

BPP Business School is recruiting for a number of associate faculty roles to accommodate the demand needs within the school across our Banking, Financial Services and Insurance programmes. We are looking for highly motivated, practitioner-experienced lecturers to bring high quality **teaching** and **module leadership** into the School.

The job advert may highlight subject areas where we have specific demands at this time.

For the professional qualification (Financial Services and Insurance) elements of this advert, we seek applications from candidates with the following qualifications:

- Chartered Financial Analyst (CFA)
- CII Certificate Insurance
- CII Diploma in Insurance
- CII Award in London Market
- CISI Diploma
- CISI Chartered Wealth Manager
- Investment Management Certificate (IMC)
- CISI Investment Advice Diploma
- Capital Markets Programme (formerly the Certificate in Investments)
- CISI Investment Operations Certificates (IOC)
- Corporate Finance Qualification (CFq)
- CISI Diploma in Investment Compliance
- CISI Diploma in Investment Operations
- Retail Distribution Review (RDR)
- Professional Banker Certificate

Job Background

The role of faculty in the Business School is to ensure that students in the Business School receive a premium experience. This is achieved via delivery of the highest quality tuition and module leadership.

The **key duties** of Associate Faculty on these programmes will be teaching (face to face and/or online) and module leadership. There is also the **opportunity to undertake a variety of additional duties** including, but not restricted to curriculum design, assessment marking and project supervision across the wider Business School.

Key Responsibilities

Teaching and Module Leadership

1. Provide high quality module leadership and be accountable for the standard of the module materials and resources. Ensure high quality and consistent teaching through the provision of detailed teaching guidance and academic support.
2. Teaching in either a face to face or online capacity. Usually across a working day in 2 or 3 hour segments depending on the modules taught.
3. Note that some teaching within our financial services professional qualifications is usually in face to face mode. These are usually 6 hours of teaching per day, which are usually segmented into a 3 hour morning session followed by a 3 hour afternoon session. Timings and segmenting can differ in some circumstances, with some teaching being delivered on week day evenings.
4. Managing a local cohort of students to ensure the smooth running and academic integrity of the relevant programme. (This could include marking of formative assessments including providing feedback to students and dealing with student queries in regard to the modules you are teaching).

Additional roles

1. Undertake curriculum development as and when required.
2. Examining, assessment and marking within the relevant programmes.
3. Supervising student projects within the relevant programmes.

Role Requirements (Teaching)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Relevant first degree and/or Professional Qualification(s) applicable to your subject area and level of teaching	<ul style="list-style-type: none">• A teaching qualification relevant to the discipline or Fellowship of the HEA or a commitment to achieving either of these through BPP's PGCPE (Post Graduate Certificate in Professional Education) or Headway, BPP's accredited CPD scheme
Experience	<ul style="list-style-type: none">• Significant Practitioner experience relevant to the discipline	<ul style="list-style-type: none">• Some experience in teaching at the graduate or professional level or of delivering training

		and seminars in a commercial context, relevant to the discipline
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent presentation skills • Commercially and educationally focussed with leadership and coaching skills • The ability to effectively plan, organise and prioritise workload • The ability to work well in a team and be collaborative • Excellent computer/IT skills • Self-motivated 	
Values	<ul style="list-style-type: none"> • Student-centric • Ownership and accountability • Team orientation 	

Role Requirements (Additional roles)

Key

ML = Module Leadership/Authoring **CD = Curriculum Design**

AM = Assessment Marking **PS = Project Supervision** **ALL = All additional roles**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant first degree and/or Professional Qualification(s) applicable to your subject area and level of teaching (ALL) 	
Experience	<ul style="list-style-type: none"> • Significant Practitioner experience relevant to the discipline (ALL) • Experience in writing engaging learning materials for face to face and online delivery (ML, CD) 	<ul style="list-style-type: none"> • Some experience in teaching at the graduate or professional level or of delivering training and seminars in a commercial context, relevant to the discipline (ML, CD) • Experience of providing guidance and leadership to a teaching team (ML) • Experience of supporting students in an academic context (PS)
Skills	<ul style="list-style-type: none"> • Excellent written communication skills (ALL) • Commercially and educationally focussed with leadership and coaching skills (PS) 	

	<ul style="list-style-type: none"> • The ability to effectively plan, organise and prioritise workload (ALL) • The ability to work well in a team and be collaborative (ALL) • Excellent computer/IT skills (ML, CD, AM) • Self-motivated (ALL) 	
Values	<ul style="list-style-type: none"> • Student-centric (ALL) • Ownership and accountability (ALL) • Team orientation (ALL) 	