



Job Title: Freelance Tutors – Human Resources

Department: University, School of Business and Technology

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

Contract: Freelance (Term by Term basis)

Reporting to: Head of Faculty Operations

*Subject to candidates being approved for home delivery

Job Purpose

BPP School of Business and Technology is recruiting for a number of Associate Faculty roles to accommodate the demand needs within the school across our degree and apprenticeship programmes in Human Resources.

We are looking for highly motivated, practitioner-experienced lecturers to bring **high quality teaching, content creation** and **module leadership** into the School across Human Resources modules.

We are interested in practitioners from various commercial/industry sectors.

Job Background

The role of the faculty within the School of Business and Technology is to develop, coordinate and deliver engaging teaching and learning materials (across Levels 3 to 7) that ensure that learner's in the School receive a premium education and learning experience.

The **key duties** of Associate Faculty on these programmes will be teaching (a mixture of live, online via the Adobe Connect platform, along with face to face delivery, mix of which depends on the programme), module leadership and module material development. There is also the **opportunity to undertake a variety of additional duties** including, but not restricted to assessment marking and project supervision across the wider School of Business and Technology.

Please note successful candidates will be required to undergo a DBS check.

Key Responsibilities

Teaching, Module Leadership and Module Development

1. Be accountable for high quality module learning and resource development, using relevant professional syllabus material to create high quality, engaging teaching and learning materials, including formative multiple choice and other assessment materials.

2. Develop and deliver high quality and consistent teaching materials including detailed schemes of work, topic guidance, activity checklists, content, (including webinar slides and resources). Delivery in either a face to face or online capacity, can be a combination of 2-3 hour segments across the working day or on weekday evenings depending on the programmes and modules taught.
3. 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.

Additional roles

1. Examining, assessment and marking within the relevant programmes.
2. Supervising student projects within the relevant programmes.

Role Requirements

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant first degree applicable to your subject area/level of teaching, and CPD qualified 	<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 PGCPHE (Post Graduate Certificate in Professional Education) or Headway, BPP’s accredited CPD scheme • Other industry related professional accreditations and/or certifications
Experience	<ul style="list-style-type: none"> • Significant Practitioner experience relevant to the discipline • Experience of negotiation with and managing different stakeholders 	<ul style="list-style-type: none"> • Experience of teaching HR subjects at a Further (Level 3) and/or Higher (Levels 4-6) education level • Experience in teaching live on line and/or of delivering training and seminars in a commercial context, relevant to your area of specialism • Experience in developing schemes of work and engaging online content and resources • Experience of providing guidance and leadership to a teaching team • Experience/awareness of delivery needs for work based learners • Experience of supporting students in an academic context
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills 	

	<ul style="list-style-type: none"> • 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"> • Learner-centric • Ownership and accountability • Team orientation 	