



**Job Title:** Freelance Tutors - Audit

**Department:** BPP University, School of Business & Technology

**Location:** London – Shepherd’s Bush and/or London City campus

**Contract:** Freelance (Term by Term basis)

**Reporting to:** Head of Faculty Operations

#### **Job Purpose:**

BPP's School of Business & Technology is recruiting for Associate faculty roles to accommodate the demand needs within the School across our BSc Accounting and ADAF/ACCA programmes.

We are looking for highly motivated, practitioner-experienced lecturers to bring **high quality teaching, content creation** and **module leadership** into the School. We are interested in practitioners from various commercial sectors.

#### **Job Background**

The role of the faculty within the School is to develop, co-ordinate and deliver engaging teaching and learning materials (across Levels 5 to 7) to ensure that learners within the School receive a premium education and learning experience.

The **key duties** of Associate faculty on these programmes will be teaching, 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.

#### **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 a face to face 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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant first degree and/or Professional Qualification(s) applicable to your subject area and level of teaching.</li> </ul>	<ul style="list-style-type: none"> <li>• A teaching qualification relevant to the discipline; or Fellowship of the HEA; or a commitment to achieving either of these through BPP's PGCLT (Post Graduate Certificate in Learning &amp; Teaching) or Headway, BPP's accredited CPD scheme</li> <li>• Other industry related professional accreditations and/or certifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant practitioner experience relevant to the discipline</li> <li>• Experience of negotiation with and managing different stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching the subject at a Higher (Levels 5-7) Education level</li> <li>• Experience in teaching live online and/or of delivering training and seminars in a commercial context, relevant to your area of specialism</li> <li>• Experience in developing schemes of work and engaging online content and resources</li> <li>• Experience of providing guidance and leadership to a teaching team</li> <li>• Experience/awareness of delivery needs for work based learners</li> <li>• Experience of supporting students in an academic context</li> </ul>

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

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