



Job Title:	Law School Tutor (BPTC)
Department:	Law School
Location:	London
Contract:	Full time/Part time, Permanent/Temporary/Fixed term
Reporting to:	Tutor manager
Responsible for:	No direct line reports

Job Purpose

We are looking for Criminal and Civil barristers who can teach either discipline along with skills on our BPTC Programme.

A Law School tutor has the following core areas of responsibility:

- Teaching on a range of law school programmes and subjects as required
- Creating and marking assessment materials
- Contributing to curriculum development work, including scholarship and innovation, planning and evaluation and updating programme materials
- Providing pastoral support and guidance of students and/or skills development coaching on relevant programmes and modules
- Ensuring regulatory compliance with BPP systems and processes
- Contributing to internal and external BPP marketing, business development, outreach and employability activities.

Through this, you will work with and support the faculty in delivering excellence in teaching, materials and pastoral support within a compliant regulatory framework.

Job Background

BPP University Law School has a reputation for excellence in professional education built on a proven ability to offer students the skills they need to succeed in a legal career. Working with over 150 law firms, BPP prides itself on being at the cutting edge of professional legal education giving students the core skills and a competitive advantage to ensure success.

The Solicitors Regulatory Authority is introducing the Solicitors Qualifying Examination (SQE) and the Bar Standards Board is proposing changes to the Bar Professional Training Course. BPP considers that it is essential that, subject to any regulatory constraints, tutors are able to teach on any programme which BPP offers in the future.

Key Responsibilities (including but not limited to):

Teaching on a range of law school programmes and subjects

- Keep abreast of new developments in relevant areas of law and practice and be a subject matter expert
- Keep abreast of relevant pedagogic methodologies, including undertaking training and development
- Attend regular practice area and module team meetings to ensure uniform delivery of modules in order to ensure successful progression of students between and within programmes and modules
- Prepare for teaching and teach in-classroom and online for specific programmes
- Strive to obtain the highest level of teaching feedback from students
- Work towards attainment of the level 7 PGCPHE or Fellowship of the HEA in accordance with BPP's learning and teaching strategy from time to time

Creating and marking assessment materials

- Draft relevant formative and summative assessment materials
- Assist with the smooth running of assessments
- Mark formative and summative assessments and giving feedback in accordance with BPP policies
- Attend exam boards as required

Contributing to curriculum development work, including scholarship and innovation, planning and evaluation and updating programme materials

- Keep up to date with developments in law and practice
- Undertake appropriate scholarship activities that contribute to the discipline of professional legal education
- Attend all relevant training in relation to law and practice, course design and innovation
- Update programme and module materials as required
- Create new material in line with current Law School Learning and Teaching and Technology Enhanced Learning strategies

Enhancing the student experience and providing pastoral support and guidance of students

- Provide appropriate academic and pastoral support and guidance to students throughout their academic studies, and ensure students are directed to an appropriate BPP operational services when necessary
- Conduct meetings with personal tutees in accordance with the BPP University Personal Tutoring policy
- Actively encourage student engagement with their programme of study using the available resources
- Be a point of contact for any academic and student queries
- Offer guidance and support for students on making appropriate elective choices

Undertaking the role of a skills development coach for relevant programmes and modules

- Coaching students through the process of collecting evidence, preparing reflective statements and collating evidence for their portfolios
- Reviewing evidence against outcomes, ensuring that students are able to understand how evidence demonstrates the relevant outcomes and assisting students to identify gaps in their evidence
- Reviewing reflections and guiding students to improve reflections

- Helping students to identify and select evidence for inclusion in portfolios
- Arranging meeting as required
- Marking and providing feedback for formative and summative assessments
- Keeping up to date with worked based learning, portfolios and reflection and disseminating best practice
- Liaising at all times with the apprentice's relevant apprenticeship manager

Ensure regulatory compliance with BPP systems and processes

- Ensure timely and accurate completion of reports and data into all BPP systems and processes as required
- Attend all training to ensure up to date knowledge of BPP systems and processes

Contributing to internal and external BPP marketing, business development, outreach and employability activities

- Contribute to law school education outreach activities
- Engage with and attend pro bono and careers related activities
- Contribute to marketing activities which seek to recruit future BPP students as required
- Contribute to developing BPP contacts in the legal sector and raising awareness of BPP in the legal and business sectors in your region.

Other responsibilities within the remit of the role generally to be agreed from time to time with the Director of Staffing and relevant Head of Law.

Development Opportunities

The role of a Law School tutor will develop your skills as a professional educator. Training will be offered covering areas such as classroom techniques, marking assessments, developing teaching and assessment materials, university regulations, employability, IT and innovation, BPP systems and processes as required and agreed from time to time. You will be introduced to all the BPP law programmes and the wider BPP organisation.

You will be given the opportunity to acquire a level 7 teaching qualification, the PGCPHE, which you will hold alongside any other professional qualifications you may already have. In addition tutors are offered a wide range of learning and development opportunities such as technical, skills-related, personal management and development and coaching and mentoring, as well as subject specific training relevant to your role. You will have regular appraisals with your line manager at which development opportunities will be discussed.

Tutors are also able to develop in a variety of ways, including the design and development of classroom and online, existing and new modules.

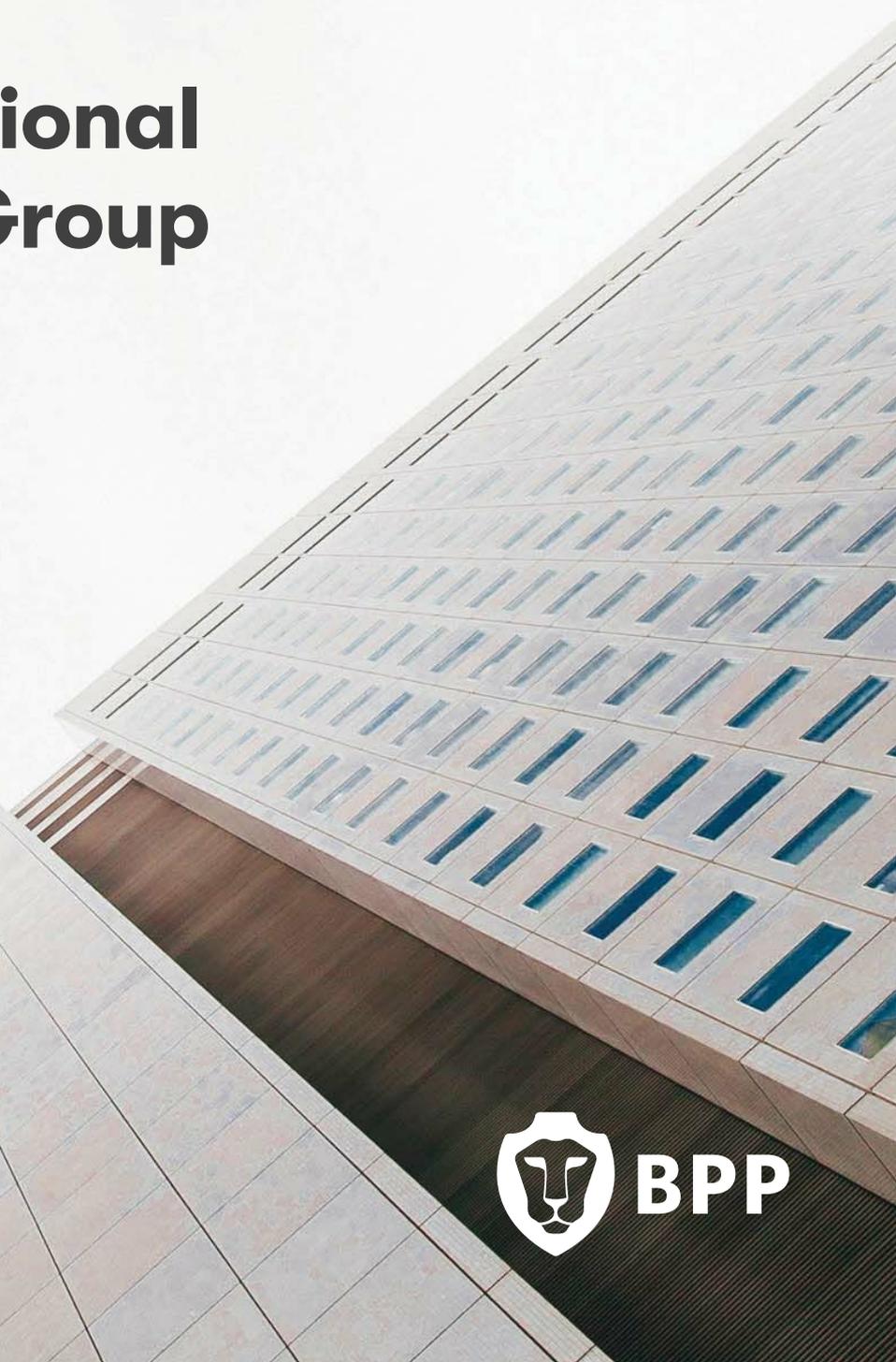
Role Requirements

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified solicitor or barrister (with practice experience) • A relevant degree and either higher degree or equivalent professional qualification/experience in areas covered by the Law School 	<ul style="list-style-type: none"> • A teaching qualification relevant to the discipline • Fellowship of the HEA

Experience	<ul style="list-style-type: none"> • Subject/practice area knowledge • Practitioner experience relevant to a practice area 	
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to work autonomously and flexibly • The ability to effectively plan, organise and prioritise workload • The ability to work well in a team and be collaborative • Able to develop rapport, build and maintain strong working relationships with colleagues and students • Able to conduct 'difficult' conversations • Excellent computer/IT skills • Self-motivated • A commitment to vocationally-orientated legal education • A willingness to 'go the extra mile' for the student in terms of their academic journey at BPP University Law School • A willingness to be involved in activities outside the classroom 	
Values	<ul style="list-style-type: none"> • Student-centric • Ownership and accountability • Team orientation 	



BPP Professional Education Group



Welcome



Today, BPP is both a university for the professions and a professional educator. We concentrate on the law, business and health professions and what we look for in people who come to work for BPP is a passion to be different.

We're already a global company of over 1,500 people, but our ambitious growth targets mean we're always on the lookout for new talent.

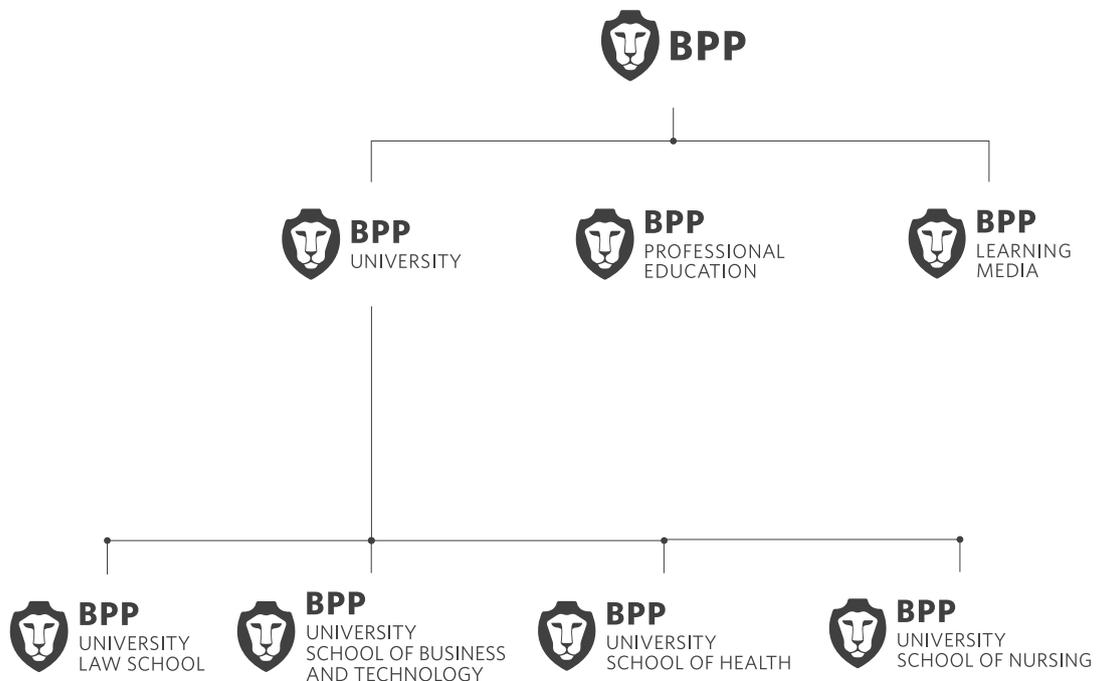
If you share our passionate and innovative approach to education, come and join the BPP team, we'd love to welcome you.



About BPP Professional Education Group

The BPP Professional Education Group, founded by Alan Brierley, Richard Price and Charles Prior (the BPP of our name), is a global education provider delivering world-class professional qualifications. The Group delivers undergraduate and postgraduate degree programmes, apprenticeships and professional qualifications across the UK, internationally and through innovative online learning platforms.

When you work with BPP, you will be part of a business that really believes in supporting your personal and professional development. With so many different business areas, we offer a wide range of exciting opportunities within a culture of encouragement, respect and teamwork.



BPP University

BPP University is part of the BPP Professional Education Group. However, BPP University is a distinct legal entity with its own degree-awarding powers approved by the UK Privy Council.

Voted the UK's Best Higher Education Provider by Education Investor Magazine in 2013, we are the UK's only university solely dedicated to business and the professions. Our links with leading businesses and organisations allow us to provide a highly regarded professional education. Our programmes are designed in partnership with employers and respected professionals in the fields of law, business, finance and health.

We look for lecturers who share our passion for education and making a real difference in students' lives.

BPP University Schools

BPP University Law School

BPP University School of Business and Technology

BPP University School of Nursing

BPP University School of Health



BPP University School of Business and Technology programmes have been successfully delivered to leading companies such as Lloyds Banking Group and TUI.



15,000 students currently study with BPP University



BPP University Law School was ranked in the top five universities for quality of teaching in Legal Week's 2014 annual Law Student Report.

BPP Professional Education

BPP Professional Education is one of Europe's leading specialist providers of professional education, delivering a range of industry-leading Professional Qualifications, Professional Apprenticeships, Professional Development programmes and Learning Media. We enjoy a trusted adviser status for many of our clients and institutes and offer professionals opportunities to progress through a variety of qualifications in accountancy, tax, insolvency and banking and finance.

Our courses are all supported by BPP Learning Media, which provides a wide range of learning materials for students, colleges and bookshops all over the world.

As one of the world's leading providers of top quality printed and digital learning resources, BPP Learning Media supports tuition providers, professional bodies and students in over 180 countries.

BPP Learning Media

We also develop curriculum content for BPP qualifications including Accounting, Financial Services, Tourism, Marketing, Law and Insolvency as well as content for Professional Education Bodies from around the world.

Support Functions

- ✓ IT
- ✓ Finance
- ✓ Human Resources and Learning & Development
- ✓ Commercial
- ✓ Marketing
- ✓ Legal and Compliance
- ✓ Operations



Why work at BPP? – Employee benefits

Training and development

Whether it's something you want to learn or something we recommend you learn, BPP invests heavily in your career development.

We provide a comprehensive in-house leadership and management training programme and a wide range of personal and professional development opportunities.

You will have free access to all of BPP's courses – so from gaining an ACCA accountancy qualification to a Graduate Diploma in Law, you can take your career in any direction you like.

Salary

BPP makes sure it gets the basics right with good, competitive salaries. These are reviewed annually.

Holidays

Everyone needs time to relax and rejuvenate. That's why we provide generous annual leave of 30 days for teaching staff and 25 days for support staff (rising to 30 days after five years and pro-rata for part-time employees).

As part of our annual benefits selection window, you can purchase up to 10 days' extra holiday each year.

Private Medical Insurance

When you work at BPP, you can apply to be covered for the cost of private medical treatment as an outpatient or inpatient (up to defined limits).

Subject to meeting scheme requirements set by our provider, this begins as soon as you join and we'll cover the full cost of the premium. You can also choose to buy cover for your spouse, partner or children at corporate rates.

Health Cash Plan

Our Health Cash Plan provides you with reimbursement, up to a set amount, towards everyday healthcare services such as eyesight tests, new glasses, health screening, etc. You can choose to purchase cover from four different levels.

Dental Insurance

Our Dental Insurance reimburses you for all private dentistry treatment. At the end of your probationary period, cover can be purchased for you and your family at corporate rates.

Life Assurance

In the unfortunate event that you pass away while working at BPP, your nominated beneficiaries will receive a lump sum of four times your annual base salary. At the end of your probationary period you can choose to top up this protection.

Income Protection (PHI)

We know that suffering long-term illness is stressful enough. So if you are unable to work for 26 weeks within a 12-month period because of related illness or injury, you'll be eligible for up to 75% of your annual salary until you are able to return (less £5,312 p.a.)

Employee Assistance

From time to time you may need confidential advice, on anything from legal to personal or financial issues. Our Employee Assistance gives you access to free phone support, 24 hours a day.

Pension

You'll want to look forward to a well-deserved retirement.

If you are assessed as an "Eligible Job Holder", you will be automatically enrolled into our Group Personal Pension Plan. A pension contribution will be deducted from your monthly salary via salary sacrifice and you will receive an Employer pension contribution as well as receiving the full benefit of the Employer's National Insurance contributions of 13.8%. You will be able to increase your contribution, with BPP matching up to 5% either during the Annual Benefits Selection Window or once you have completed your probation period.

Employees who are not assessed as an "Eligible Job Holders" will still be able to join our Group Personal Pension Plan once they have completed their probation or during the Annual Benefits Selection Window.

'Cycle to work' scheme

With so many benefits to your health, we offer a cycle to work scheme in conjunction with CycleScheme. This gives you the loan of a bike and commuting equipment for a period of one year, tax-free.

At the end of the Hire Period, you will have the option to either purchase the bike, extend the Hire Period, or return the bike.

Season Ticket Loan

To ease the expense of public transport, our interest-free loan is put into your bank account and we'll simply deduct monthly repayments.

Credit Union

BPP employees have access to a credit union and can save or repay loans direct from their net pay. The credit union is a not-for-profit co-operative.

Why work at BPP? – Employee benefits

BPP and the community

BPP takes its corporate social responsibility very seriously. With many programmes designed to help our students succeed, we also support the wider community with a range of projects through our Pro Bono Legal Centre – winning Best Contribution by a Team of Students for Streetlaw Homeless in the 2011 Awards.

BPP is supportive of our employees doing voluntary and charity work.

BPP Rewards

BPP Rewards is a company funded scheme that offers genuine discounts and allows you to make significant savings each year on everything from your petrol, groceries, holidays, clothing, and home insurance. BPP Rewards provides exclusive access to discounts and cashback at over 1,500+ retailers, including Marks & Spencer, Sainsbury's, Debenhams, and Lastminute.com to name a few.

Selecting your benefits

Upon starting with BPP, you will be invited to select your benefits via our online platform on the 1st of the month following your start date. You will need to register on the platform when accessing it for the first time.

